

**20
24**

**LISA ALEXANDER
TECH & ROUTINE MEET**

COMPETITION INFO PACKAGE

Version 1



**ONTARIO⁺
ARTISTIC
SWIMMING**

01
GENERAL
INFORMATION

Event Dates	Thursday, January 18, 2024 - Sunday, January 21, 2024
Entry Deadline	Thursday, January 4, 2024
Venue	Etobicoke Olympium 590 Rathburn Rd. Etobicoke, ON M9C 3T3
Host Club	Olympium Artistic Swimming Club
Meet Manager	Jill Cheyne
OAS Contact	Lauren Lindner
Eligible Categories	The following categories are eligible for this event: <ul style="list-style-type: none"> • 11-12 • Youth • Junior • Senior • Adapted • Mixed Ability
11-12 Events	Figures, Team, Duet/Trio, Mixed Duet, Solo, Male Solo
Youth Events	Figures, Team, Duet/Trio, Mixed Duet, Solo, Male Solo
Junior / Senior Events	Team Technical, Team Free, Duet Technical, Duet Free, Mixed Duet Technical, Mixed Duet Free, Solo Technical, Solo Free
Open Events	Acrobatic Routine, Free Combination
Adapted Events	Figures, Team, Duet/Trio, Solo (Levels 1-5), Solo Technical (Level 6), Solo Free (Level 6)
Mixed Ability Events	Team, Duet/Trio
OWG Qualifier Events	The following events will act as qualifiers for the 2024 Ontario Winter Games: <ul style="list-style-type: none"> • 11-12 Figures, 11-12 Team • Youth Figures, Youth Team • Adapted Figures, Adapted Solo
Rules	This competition will be held under Ontario Artistic Swimming Rules.

Byes	Byes will only be granted to individual swimmers on a medical or compassionate basis. To request a bye, click here .
Scratches	Scratches may be submitted digitally until the start of the competition. To submit a scratch, click here . Once the competition has begun, scratches must be made on deck at the scoring table.
Awards	Only figure events will be awarded at this meet. OAS ribbons will be awarded to the six highest scores in both 11-12 and Adapted figure events. Youth figure awards will be separated by stream and awarded to the top six highest scores in each stream.
Event Streaming	For Youth, Junior and Senior events, coaches are asked to identify on their event registration whether each routine (and corresponding figure entries for Youth athletes) will be competing in the Provincial or National Stream. For more information on streaming, please see the 2023-2024 OAS Technical Memo #1 .
Figure Draws: 11-12 & Adapted Athletes	11-12 athletes will compete two (2) figures at this event. These figures will be comprised of one (1) compulsory figure, and one (1) optional group figure drawn at random. Adapted athletes will compete two (2) figures at this event, comprised of one group drawn at random. One group will be selected for all Adapted levels.
Figure Draws: Youth Athletes	Youth athletes will compete two (2) figures at this event, following CAS procedure. Two weeks prior to the competition the Section (Group A, B or C) and Group # will be drawn. There will be two panels of judges for this event. All Youth athletes will compete the same two figures.
Figure Draw Date	Figure draws will be done on Thursday, January 4, 2024 .

<p>Coach Card Submission</p>	<p>Coach card submission guidelines will follow those released by CAS in advance of CASC 2023. These have been designed to ensure maximum fairness while keeping the competition running smoothly as we all learn how to deal with the new system.</p> <p>All coach cards must be uploaded to Dropbox using your club's Dropbox folder before Sunday, January 14, 2024 at 11:00 PM EST.</p> <p>All these coach cards will be imported into the scoring system and considered final, except in the 3 cases below:</p> <p>Medical Issue Clubs / provinces / federations who need to change a coach card because of a medical issue that prevents them from performing a routine as per submitted coach card will be allowed to change their coach card up to 2 hours before the start of a session (event blocks will be considered one session). These changes will need to be approved by the event Chief Referee.</p> <p>Changes between Prelims and Final In the event of prelims and finals, clubs will be allowed to change their coach cards between prelims and finals but will need to respect deadlines detailed to coaches following registration. For Lisa Alexander 2024, this will not apply as routine events will be finals-only.</p> <p>Last Resort Desperation Move Clubs who want to change coach cards for reasons other than the 2 above will be allowed to do so no later than 20:00 the night before an event, but will need to pay a \$100 fine to do so.</p> <p>New coach cards will always need to be submitted by email to Laura Steacy and Lauren Lindner in any of these instances. Confirmation of submission will be provided by email reply.</p>
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02
**REGISTRATION,
 FEES &
 PAYMENTS**

Entry Deadline	Thursday, January 4, 2024
Entry Submission Information	<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>
Entry Fees	<p>Figures \$40.00 per athlete</p> <p>Solo \$65.00 per routine</p> <p>Duet \$85.00 per routine</p> <p>Team \$130.00 per routine</p> <p>Combo / Acrobatic Routine \$150.00 per routine</p>
Athlete Fee	The athlete fee is \$25.00 per athlete. This amount will be added to each club's invoice.
Payment Options	<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>1. Electronic Fund Transfers can be sent to oaspayments@ontarioartisticswimming.ca</p> <p>2. Authorized Club Credit Cards or Personal Credit Cards To coordinate, please call Sue Marnica-Wall at 416-679-9522 (ext. 221)</p>

<p>Late Entries</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>2 weeks (14 days) prior to first event of the competition: \$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>Within 24 hours of the first event of the competition: \$100.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p>
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03
MUSIC
SUBMISSION

<p>Music Submission Deadline</p>	<p>Routine music files must be received one week prior to the start of the competition, by Thursday, January 11, 2023.</p>
<p>File Format</p>	<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>
<p>Dropbox Access</p>	<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>

<p>Labelling Conventions</p>	<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"> 1. Category 2. Event Name 3. Club Call Letters 4. Athlete Last Name <p>For duets, use both last names. For teams, please use the first swimmer's last name, by alphabetical order</p> <p>For example: Junior_SoloTech_WRASC_Smith.mp3 10U_Duet_LRASC_Jones-Chen.mp3 Youth_Team_IGNT_Bryant.mp3</p>
<p>Metadata & ID3 Tags</p>	<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, click here for Windows and click here for iTunes.</p>

04
COMMUNICATION & MEDIA

<p>Email Policy</p>	<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>
<p>Communications</p>	<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 OAS website and on the Sportify app.</p>

<p>Sportity</p>	<p>The Sportity App is used to store meet information packages, schedules, publish results and other pertinent information throughout the competition.</p> <p>The password for this event is: LisaA2024</p> <p>The Sportity app can be downloaded from the App Store or from Google Play.</p>
<p>Event Photography</p>	<p>Gerson Photography will be working with OAS for the 2023-2024 season as our OAS official photographers. Photos will be available for viewing and purchase on the Gerson Photography website following the event.</p> <p>During events, flash photography is prohibited.</p>
<p>Streaming</p>	<p>Competition events will be streamed live on the OAS Facebook page.</p> <p>Please note that, occasionally, streams may be blocked by copyright detectors. Streaming will return as soon as possible in these instances.</p>

05
ACCESSIBILITY

<p>Accommodation Requests</p>	<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, click here.</p>
<p>Accessibility Coordinator</p>	<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>

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-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.

ONTARIO WINTER GAMES 2024

Meet & Qualification Information



About the Games

The Ontario Winter Games (OWG) is open to all registered competitive athletes who are between 11 and 20 years of age as of December 31 of the year of the games (December 31, 2024).

Qualification is open to both Provincial and National Stream teams as mandated by Ministry guidelines. Artistic Swimming event categories for the 2023 Ontario Winter Games are:

11-12 and Youth (13-15) athletes may qualify to compete in Team, Duet, Solo, Figures, Flexibility and Land Drill events. Age categories are calculated as per OAS rulebook averaging protocol.

Adapted athletes may qualify to compete in Solo, Figure and Flexibility events.

Qualification procedures have been outlined below.

01

GENERAL INFORMATION

Event Dates	Friday, February 23, 2024 - Monday, February 26, 2024
Entry Deadline	Friday, February 2, 2024
Venue	Canada Games Complex 420 Winnipeg Ave Thunder Bay, ON P7B 6B7
Host	Ontario Artistic Swimming
OAS Contact	Lauren Lindner llindner@ontarioartisticswimming.ca
Events	11-12 – Figures, Solo, Duet, Team, Landdrill, Flexibility Youth (13-15) – Figures, Solo, Duet, Team, Landdrill, Flexibility Adapted – Figures, Solo, Flexibility If the event schedule allows, OAS may add Adapted and/or Mixed Ability Duet events at its discretion. These events will only be open to athletes that have already qualified for OWG through the qualification processes described below. If added, these events will be awarded with OAS awards only.
Rules	Ontario Winter Games rules will be in accordance with OAS-sanctioned events and will use the CAS rulebook and OAS rulebook addendum. Additional OWG-specific rules are listed below.

02
TEAM / ATHLETE
PARTICIPATION

Team Events	In either age group, teams are permitted a maximum of 8 swimmers in pattern plus 1 alternate (for a total of 9 athletes attending the games).
Figure Events	All athletes compete in the figure event as per provincial rules. Figure group (1 category/2 figures) will be announced 2 weeks prior to the start of the games. Adapted athletes compete figures within their category and level as per provincial rules.
Duet Events	Each team that qualifies for and attends the OWG may enter 2 duets who swim in their proper age group from their team roster. Duets are comprised of 2 swimmers as per provincial duet rules. Duet athletes can swim in one duet event only. Duets may be comprised from a combination of two different teams from the same club who have both qualified for the Games. No alternates permitted. No trios permitted.
Solo Events	Each team that qualifies for and attends OWG may enter 2 solos from their team roster. Teams who qualify are allowed to provide 11-12 or Youth (13-15) solos only, who swim in their proper age group.
Adapted Events	Up to 12 Adapted athletes (across both Cognitive & Physical) may qualify for OWG and enter the solo event in either the Cognitive or Physical category, as per provincial rules.
Flexibility Event	Flexibility is a stand-alone event. All athletes will participate, with the exception of Adapted athletes.
Land Drill Event	The land drill event is a stand-alone event and does not affect any other event at the Games. Land drill events will be: 11-12 Team and Youth (13-15) Team.

03
COACH
PARTICIPATION

<p>11-12 & Youth (13-15) Teams</p>	<p>Each qualified 11-12 or Youth (13-15) Team is permitted to send up to two coaches.</p> <p>One coach must be designated as the Lead Coach and must be minimum Competition Introduction Certified.</p> <p>The second coach must be an Assistant Coach (attending for development/mentoring purposes) and must be minimum Competition Introduction Trained as per Coach Eligibility Rule ON 3.1.9.1.</p>
<p>Adapted Athletes</p>	<p>Each qualified Adapted athlete is permitted to send one coach (minimum Competition Introduction Trained as per Coach Eligibility Rule ON 3.1.9.1).</p>

04
AWARDS

<p>Team, Duet & Solo Events</p>	<p>Awards for 11-12 category and Youth (13-15) category; OWG medals for gold, silver and bronze will be awarded to the three highest championship scores.</p>
<p>Figure Events</p>	<p>Awards for 11-12, Youth (13-15) and Adapted figures; OAS single ribbons will be awarded to the top six in each category.</p> <p>Adapted figures shall be awarded by category and by level as per provincial rules.</p>
<p>Adapted Solo Events</p>	<p>Awards for Physical and Cognitive Adapted categories; OWG medals for gold, silver and bronze shall be awarded to the three highest scores in each category (regardless of level).</p>
<p>Flexibility Events</p>	<p>Certificates (Gold, Silver, Bronze standards)</p>
<p>Land Drill Events</p>	<p>Awards for 11-12 category and Youth (13-15) categories; OAS single ribbons will be awarded to the top 3 in each category</p>

05
QUALIFYING
PROCEDURE:
TEAMS

<p>Eligibility</p>	<p>Team routines wishing to qualify must compete at the designated 2024 Ontario Winter Games Qualifier.</p> <p>For 2024, the 11-12 & Youth (13-15) Team events at the OWG Qualifier and Lisa Alexander Tech & Routine Meet will be combined into one routine event per age group.</p>
<p>Declaration of Intent</p>	<p>Teams must declare intent to participate in the OWG Qualifier at the time of meet registration.</p> <p>By attending the Qualifying event, teams are committing to attend the games should they qualify. Teams who decline their spot following the OWG Qualifier or fail to attend the Games will be assigned a \$500.00 fine by OAS.</p>
<p>Qualifying Events</p>	<p>11-12 – Figures, Team Youth (13-15) – Figures, Team Adapted – Figures, Solo</p>
<p>Draws</p>	<p>Draws for qualifying events will be separated by routines entered in the qualifying event and routines not entered.</p> <p>Routines not entered will be drawn randomly in the first section of the draw.</p> <p>Routines entered in the qualifier event will be drawn in the second section of the draw, and grouped by regions in the following order: Central, East, North, West.</p> <p>Routines within each region will be drawn randomly.</p>
<p>Results</p>	<p>Results for the Lisa A Routine Meet and OWG Qualifier event will be posted separately.</p>
<p>Awards</p>	<p>There will be no awards at the qualifying meet.</p>

Team Routines	<p>The championship scores obtained at the 2023 Ontario Winter Games Qualifier shall be the mark used to qualify for Ontario Winter Games.</p> <p>The top two teams in each age group from the East, Central and West regions qualify to the Games. The top team in each age group from the North qualify to the games.</p>
Wildcard Protocol	<p>Pending availability of athlete spots or need to increase participant numbers (determined by OAS in accordance with the Ontario Winter Games), a wildcard draw will be used. Additionally, should a region be unable to field a team, spots may be filled by the next highest-ranking team in the region that is drawn in the wildcard selection.</p>

06
QUALIFYING
PROCEDURE:
ADAPTED
ATHLETES

Qualification Event	<p>Athletes will qualify for Ontario Winter Games (OWG) at the Lisa Alexander Tech and Routine Meet/OWG Qualifier.</p>
Eligibility	<p>Adapted athletes between the ages of 11 and 20 are eligible to participate in Ontario Winter Games. In order to align as closely as possible with the ages of their mainstream peers at OWG, the participation of Adapted athletes aged 11-15 will be prioritized by the OWG Selection Criteria.</p> <p>For the 2024 Ontario Winter Games, the Adapted events are Figures and Solo. Qualification for OWG will be through the championship score in the Solo event.</p>
Qualification Procedure: Step 1	<p>Any Adapted athletes interested in attending Ontario Winter Games MUST register for the OWG Qualifier Event at Lisa Alexander Tech and Routine Meet/OWG Qualifier.</p> <p>Registration in the OWG Qualifier event constitutes a statement of intent by the athlete to participate in Ontario Winter Games if they are selected.</p> <ul style="list-style-type: none"> • If there are only 12 athletes or less interested in attending, all athletes attend. Athletes must still register for and participate in the OWG Qualifier event. • If there are more than 12 athletes interested in attending, move to step 2.

<p>Qualification Procedure: Step 2</p>	<p>OAS to determine how many athletes registered in the OWG Qualifier are between the ages of 11-15.</p> <ul style="list-style-type: none"> • If there are exactly 12 athletes between the ages of 11-15 interested in attending, those athletes attend. • If there are less than 12 athletes between the ages of 11-15 interested in attending, move to step 3A. • If there are more than 12 athletes between the ages of 11-15 interested in attending, move to step 3B.
<p>Qualification Procedure: Step 3A</p>	<p>OAS to send all athletes between the ages of 11-15, plus wild card athletes who are outside the OWG target age range with the highest championship scores from combined results of all levels.</p>
<p>Qualification Procedure: Step 3B</p>	<p>OAS to combine results of all athletes ages 11-15 (from all levels) to determine the athletes with the highest scores. The 12 athletes with the highest championship scores attend.</p> <p>Any level 6 athletes interested in attending OWG will need to compete 2 of the level 6 tech routine elements during the qualifying figure meet. The 2 elements will be drawn at the same time as the levels 1-5 figures. Elements eligible to be drawn include: Airborne Split, Flying Fish, Barracuda Spin 360, and Twist Spin.</p>

07
ACCESSIBILITY

<p>Accommodation Requests</p>	<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, click here.</p>
<p>Accessibility Coordinator</p>	<p>In the absence of a host club, accessibility coordination questions can be submitted to the OAWDC by emailing Laura Steacy at ldmsteacy@ontarioartisticswimming.ca.</p>
<p>Athlete Support</p>	<p>Each qualified Adapted athlete is permitted to send one support person with them to the Games.</p>