



BCSSA

**Fraser South
Regional
Championship Swim
Meet Package**

Friday August 2 - Sunday August 4, 2024

Watermania, Richmond



Fraser South Regional Meet Package

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Note: This event is available to the public for viewing and may be photographed and/or broadcasted.

PREPARATION

Club Responsibilities

To prepare for an excellent, efficient and well-run swim meet, each Club is responsible for the following assignments. Note there is a table for 'Jobs' and a second table for 'Equipment'. Please make sure that you provide sufficient well-trained people to fill the positions.

Set-up Friday

<p>Set up marshalling area, pool, deck, sound system</p> <ul style="list-style-type: none"> - Arrive between 10:00am and 10:30pm to begin setup - Please try to identify individuals who are familiar with the responsible area - Marshalling area (WRASA): Benches WRASA - Pop-ups required for pre-marshalling area (Sunfish/WRASA) - Setup tables and chairs around the pool for coaches, lane timers, office, officials and clerk of the course - Ropes and signage for marshalling - Setup inside/outside speakers, connect announcer cords 	<p>CBSC / CLOVERDALE TRITONS</p> <p>Benches- WRASA Tents – Sunfish/WRASA Stopwatches – WRASA Sound System – CBSC/Stingrays (Richmond Long & McQuade)</p>
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Deck Food

<p>Food Purchase-</p> <ul style="list-style-type: none"> - Plan menu and ingredients and supplies (trays, paper towels, thongs, serving cups, cutting boards, knives, scissors, hand sanitizers, ziplocks/saranwrap, food prep gloves) required - Liaise with potential donors / sponsors - Purchase and deliver food and supplies to venue - Coordinate with other clubs for additional serving tray and if needed food storage (to help deliver on day of event) - Coordinate with other clubs coolers for the event 	<p>NORTH DELTA SUNFISH</p>
<p>Food Serving</p> <ul style="list-style-type: none"> - Serve deck food to volunteers, coaches and officials throughout the weekend - Gather food trays, containers, cups etc - Plan a timing shift for food deliveries according to menu items (every 20 minutes?) - Make a volunteer schedule of 3 hour shifts for all 3 days - **Prepare a snack or finger food for coaches after the meet when preparing for provincials 	<p>NORTH DELTA SUNFISH – Friday-Sunday</p> <p>CLOVERDALE TRITONS / SURREY SEA LIONS – additional help</p>

Awards/T-Shirts

<ul style="list-style-type: none"> - Create Design for current years T-shirts and awards and order stock - Order ribbons/awards as needed 	<p>RICHMOND KIGOOS / WRASA</p>
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<ul style="list-style-type: none"> - Organize T-shirts/ cap distribution for Provincial qualifiers - Provide 1st, 2nd, 3rd place award runners for Finals to bring athletes to podium - Label and distribute awards to clubs 	
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Programs/T-Shirt sales

<ul style="list-style-type: none"> - Use same design on regional shirts for program - Set up tables, chairs, cash box, and float for whole meet - Receive Heat Sheets and other relevant paperwork from entry person, put together meet program and take to printers - Sell meet programs / t-shirts throughout the meet - Staff the sales desk on Friday and Saturday 	CLOVERDALE TRITONS *Need a cashbox and float and price/poster list to sell extra t-shirts
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Sanitation

<ul style="list-style-type: none"> - Purchase extra toilet paper for porta-potties. - Check portable toilets for any issues (will be serviced by company during meet) - Tidy area near portable toilets - Hourly check of grounds, tent areas, and go around the timers and officials and collect any garbage - Empty full garbage can and recycling bins at the end of the day (requires 1-2 people during shift) - Final shift responsible for emptying all garbage cans and recycling and returning to the bin area (will require 4-5 people at the end of the meet) - Create schedule for your assigned shifts so your members know who is responsible to do the rounds - Check portable toilets for any issues (will be serviced by company during meet) - Collect any lost and found items at end of day and deliver to announcer's table 	SURREY SEA LIONS/CLOVERDALE TRITONS – Friday-Sunday **Coordinate shifts amongst each other **Confirm with facility about garbage and recycling requirements and communicate directly with facility for extra garbage bags etc
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Clerk of the Course / Marshalling

<ul style="list-style-type: none"> - Designate Clerk of the Course - Organize schedule for marshalling for the weekend - Run marshalling for the weekend - Will require 5-6 people/ shift - Responsible for athletes from marshalling check-in until they are turned over to the session referee 	BOUNDARY BAY BLUEBACKS / LADNER STINGRAYS / CBSC Fri/Sat/Sun: BOU/LAD Sun: LAD/CBSC (all clubs to help)
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Runners

Post results; collect paperwork from office as needed, especially during relay	CBSC
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Electronics

Setup of pads, cables, laptops	Dave Archibald, Sean Walsh
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Office and Chief Meet Recorder (CMR)

<ul style="list-style-type: none">- Data entry- Posting of results on Meet Mobile- Supervises running of the office- Meet entries and scratches	RICHMOND KIGOOS / CBSC *needs to work closely with Electronics/Timing team
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Timing System

<ul style="list-style-type: none">- Timing	RICHMOND KIGOOS *works closely with Office and Electronics team
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Tear Down Sunday

<ul style="list-style-type: none">- Return the pool to pre-meet condition	LADNER STINGRAYS
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Meet Referee

<ul style="list-style-type: none">- Final authority on all action taking place within the session; creates officials schedule	Adrian Phillips (CBSC)
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Meet Manager

<ul style="list-style-type: none">- Organizes the details of the meet and the mechanics of running the meet	Adrian Phillips and Tanja Phillips (CBSC)
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Announcer

<ul style="list-style-type: none">- Liaise with clerk of the course and announce events, results and general information	all clubs
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Deck Officiating

- Qualified officials from each club will be assigned shifts to work by the Meet Referee.
- Each club will be assigned lanes for timing and recording for both heats and finals all days.
- During speed swimming events, no coaches, parents or guests will be permitted on the working deck.
- The BCSSA Warmup rules will be in effect and coaches must clear lanes prior to any dive sprints. Safety Marshals will be monitoring lanes and ensuring this rule is adhered to.

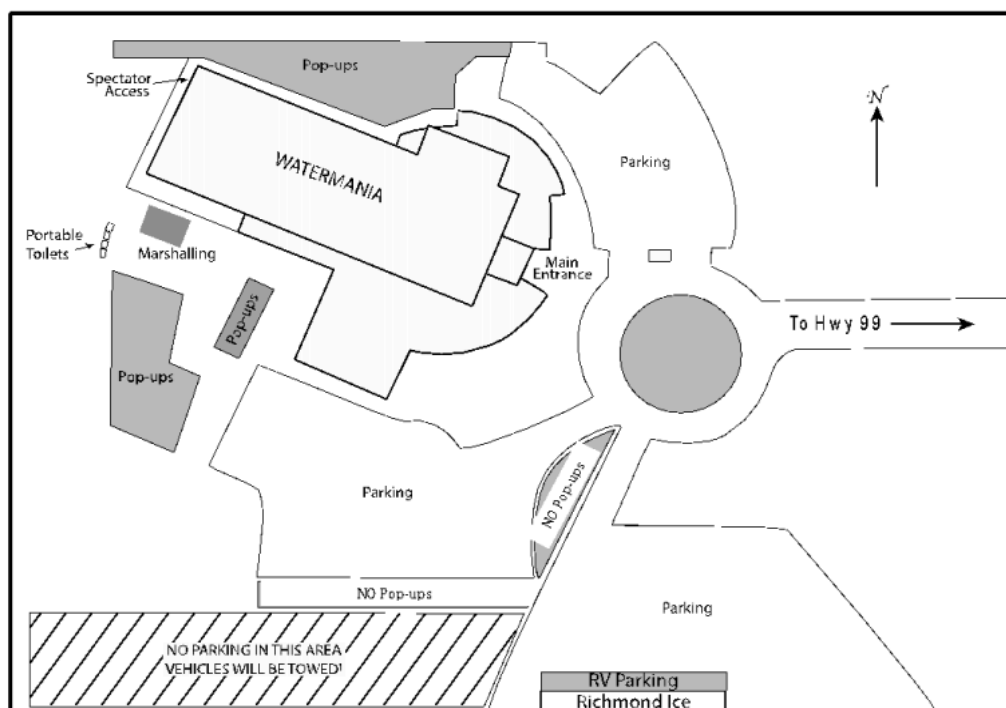
Working Deck

Per BCSSA Rule 4.5.2, the working deck for Speed Swimming will be generally within 1.83 m (6'0") of the pool edge, other than the south side of the competition pool where it will be defined by the fixed posts and rope line.

Facilities

- Indoor - 8 lane 25 pool. Extra 6 lanes for morning warm up
- 2 lanes all day warm up and cool down.
- public washrooms inside Watermania; Porta Potties outside.
- bleacher seating inside.
- ample space outside of pool for team tents and pop-ups.
- lots of parking available, but please refrain from parking in the Extreme Air parking lot and the Bowling Alley parking lot.
- Pop-ups not permitted on the grassy islands surrounding the Extreme Air parking lot. See below map for permitted pop-up areas.

Pop-Up/RV/Parking



Watermania Etiquette

- There is to be no chalk allowed to be used on walls, loading bay, or parking lot;
- Please help to keep the tent areas clean by frequent removal of garbage and recyclables;
- Leave room in the parking lot for emergency vehicles; and
- Athletes cannot use the public pools unless a wristband has been purchased.

Athlete Eligibility

All athletes must:

- Be a registered Fraser South BCSSA athlete for the current season to enter the Regional Meet as an "S" or "O" athlete.

- Have competed in at least one (1) individual event at a BCSSA club-hosted meet during the current competitive season..

Note: For rule details, see BCSSA Rules Section 4.3 – Regional Championship Meets.

“S” Athletes MAY:

- Enter a maximum of 4 individual events and 2 club relays.

“O” Athletes:

- All entries **MUST** designate the athlete as an “O” athlete.
- “O” athletes must enter only O1, O2 or O8 as determined by age.
- Enter a maximum of 4 individual events and 2 club relays

Division O8:

- Division O8 includes “S” athletes age 20+ and “O” athletes age 17+. There is no upper age restriction. Athletes must be age appropriate to enter individual events in Division O8.
- Enter a maximum of 4 individual events and 2 club relays

Fraser South Regional Guidelines for Meet Entries:

- All athletes should have demonstrated technical competency in the stroke in the event they are entered to swim. That is, the coach reasonably expects that they can swim the stroke without disqualification. Athletes should also be expected to obtain a reasonable time in the event that would be expected of an athlete who can swim the event technically correct.
- No Time (NT) entries are **NOT** permitted.

Club Participation:

- Active participation as team members during the season is encouraged of all athletes. It is not expected that athletes will only swim one event in one meet, and then compete in Regionals. The intent of having Div. O8 available is to encourage and to provide an opportunity for coaches, older athletes, and those who are directly associated with the club to continue participation.

Entries:

- **ENTRY DEADLINE is Monday, July 29, 2024 by 9:00 PM.** No late entries or extensions will be provided.
- All athletes must be entered using the Hy-Tek Team Manager Version 8 program or Active's Swim Manager to import the Meet Events data file attached to this meet package.
- **After entering your athletes in their events, export the meet entries and email the data file to both:**
 - **Chief Meet Recorder – Braunwyn Thompson**
braunwyn.thompson@gmail.com
 - **Meet Manager - Adrian Phillips and Tanja Phillips**
tanjaaphillips@gmail.com

- Entries MUST include a name and phone number for a contact person or coach.
- Entry times MUST be listed to enter the meet. This MUST be the athletes best time this season. Developmental times from a regulation 25M pool in a 50M or longer event, may be used for entry purposes, provided that they have competed in at least one (1) individual event at a BCSSA club hosted meet. **Athletes attempting to enter with NO TIME (NT) for an event will not be entered in that event.**
- Relay team entries must be made with Hy-Tek “custom time”. All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a 2024 BCSSA club hosted meet.
- Clubs are responsible for doing their own verification.
- **The Regional Registrar or designate checks athlete eligibility. This will be done by comparing entries with the rosters already submitted by the club registrar to the Regional Registrar by the July 11th deadline.**
- Seeding of the meet is done by Hy-Tek Meet Manager based on entry times.
- If for any reason an athlete is entered in more than the maximum events, they will be officially entered in events in the order of the meet until the maximum is reached. They will not be permitted to swim the other events by scratching early events.
- Events may be combined by the Clerk of the Course for heats only.
- **No late entries, deck entries or changes will be made other than scratches.**
- Exhibition athletes are permitted only with Regional Director and Meet Manager’s approval.
- Any coach who will be asking for special consideration for an athlete for tape, or any other medical accessory that would cause a disqualification please contact the Meet Referee via email with an explanation and physician's note (if available). All situations will be evaluated carefully and ahead of time, so it can be ensured that all athletes have the opportunity to swim. Understand that there might be last minute issues to consider, but if the coach knows ahead of time, please contact the Meet Referee.

Fees:

- **\$10.00 per individual entry AND \$12.00 per relay**
- Cheques payable to Fraser South Region MUST be handed in at the meet on Friday. Any adjustments will be made after the meet. Make requests for adjustments in writing to the Regional Board.

ENTRY DEADLINE is Monday, July 29, 2024 by 9:00 PM. No late entries or extensions will be provided. All electronic meet entry data described above must be emailed to:

- Chief Meet Recorder – Braunwyn Thompson braunwyn.thompson@gmail.com
- Meet Manager Adrian Phillips and Tanja Phillips tanjaaphillips@gmail.com

REGIONAL COACHES MEETING

Will take place Tuesday, July 30, 2024, 6:00pm-8:00pm at the North Delta Rec Centre.

Address: *11415 84 Ave, Delta, BC V4C 2L9*. The meeting will take place in one of the Multipurpose Rooms at the entrance to the pool or the entrance to the arena.

All coaches will review meet programs for any errors or changes.

A coach and club executive who will be responsible for making on the spot corrections to their Club's entries must be present. **Bring documents to support all entries to the Regional Coaches Meeting. If you have an athlete who for any reason only swam one BCSSA club hosted meet, and particularly if it was out of Fraser South Region, please bring a copy of the meet results to the meeting.** The Regional Registrar will complete the verification process prior to the meeting. If required, the Regional Registrar may ask for coaches to bring copies of club sign up forms to assist in verification.

We will not allow late entries however; we want to make sure that administrative oversights are not responsible for athletes not being entered. Bring evidence of intent to enter to make the decision easy!!

A fee report will be sent AFTER the meeting showing total fees owed by each club to be paid to the Clerk of the Course.

Swim Meet Schedule

Friday Event

101 – 120: 100 and 200 Individual Medley

12:30-1:30 PM	Warm-ups - A Coach MUST be present on deck at assigned lanes
12:50 PM	Coaches' meeting in Marshalling area
1:15 PM	Officials Meeting in Marshalling area
1:30-1:50 PM	Team cheers
1:55 PM	National anthem
2:00 PM	Individual event heats
TBA	End of Friday heats
TBA	Warmups for finals
TBA	Individual finals

Saturday events:

121-140: 50 Free
201-220: 50/100 Fly
221-240: 50/100 Backstroke
141-160: Medley Relay

Sunday events:

301-310: 50 Fly (Div 5up)
311-330: 50/100 Breast
331-350: 100 Free
241-260: Free Relay

6:00 AM	Watermania doors open
6:30 AM	Check deck, starting system, and clerk of course, office set up
6:30-7:30 AM	Warm-ups- A Coach MUST be present on deck at assigned lanes
6:50 AM	Coaches meeting in Marshalling area
7:15 AM	Officials Meeting in Marshalling area
7:30-7:50 AM	Team cheers
7:55 AM	National Anthem
8:00 AM	Individual event heats. Relay heats that are not declared finals.
9:00 AM	Official Relay entry forms due to Clerk of Course
End of SUN Heats	Regional Annual General Meeting (all parents welcome)
TBA	Warmups for Finals
TBA	Individual finals
TBA	Relay finals

Notes:

- 1) Club warmup lanes will be assigned prior to the meet.
- 2) Club Cheers are encouraged but must be done at the designated times during the meet. **They will be disallowed by the Meet Manager or Meet Referee if they will delay the on- time start of the meet.** Please ensure that they do not delay meet starts or interfere with other activities. Please limit your cheers and be considerate of other clubs and the limited timeframe we have.
- 3) Marshalling calls will begin prior to the National Anthem, which will be sung once the first preliminary heats are behind the blocks and ready to swim.
- 4) The BCSSA Warmup rules will be in effect and coaches must clear lanes prior to any dive sprints. Safety Marshals will be monitoring lanes and ensuring this rule is adhered to.

Scratches

- Scratches must be on a formal BCSSA Scratch Sheet and known scratches submitted at the Coaches Meeting.
- Scratches during the heats should be reported to the Clerk of the Course as soon as known.
- Scratches to finals may be done without penalty **up to 30 minutes following the posting of the heat results.** The scratch MUST be validated in writing by the coach to the Session Referee or the Clerk of the Course.
- Request for scratches after 30 minutes of posting must be made to the Meet Manager, fully documented, signed by the athlete and the coach.

Note: Failure to report for finals may render the athlete or team liable for disqualification from that event PLUS the finals of all other events on that day's program, including relays.

Relays

- Division 1-7 "S" relays are open only to "S" athletes.
- O8 relays are open to Div 7 athletes and "S" and "O" athletes.
- "S" athletes may swim on an "O" Relay: Div 1-3 with "O1", Div 4-6 with "O2" provided there is a minimum of one (1) "O" athlete on the Relay
- Relays consist of 4 athletes.
- Relay teams must have at least one athlete from the division in which they are competing. The balance of the relay may be from lower divisions.
- Names of the 4 athletes and up to 2 alternates, plus their actual division, MUST be listed on the Relay Team Entry Form. Disqualification will occur if a team is improperly entered. **Relay Team Entry Forms will be provided at the meet, all changes are due to the Chief Meet Recorder by 9am Saturday and Sunday.** Extra forms are available on BCSSA website. Please ensure your club has enough.
- Changes to the names of relay team members shall not be permitted after checking in.

- Relay ONLY athletes must be listed by name and event (Event 500), on Regional Championship Entry Sheets. Only those athletes listed on the Official Relay Entry form may swim in the heats or finals of the entered event.
- Clubs entering more than one team in a Division may not switch team members between heats and finals, other than those listed on the relay forms.
- When a club enters two or more teams in any one relay event and more than one team advances to the finals, an athlete who competed for one team during heats shall not compete for a different team in the finals
- An athlete who competed on a relay team that was disqualified in heats may not participate in finals of the same event for another relay team.
- For each relay event, as designated by a unique event number, an athlete shall be limited to competing as a member of one relay team only. This limitation includes an alternate who has swum.
- All four athletes MUST be present in marshalling together in order to receive a card.
- Athletes on relay teams disqualified in heats are not permitted to swim the same event in finals on another relay team, even if they are listed as an alternate on the same team.
- **All relay (Medley & Freestyle) entries must be submitted with supporting times and documentation from a sanctioned 2024 season BCSSA meet. Relay team entries must be made with Hy-Tek “custom time”.**

Heats and Finals

- Athletes and alternates must report to marshalling on time. Marshalling calls by the Announcer are courtesy calls only. The clerk at the marshalling areas makes official Marshalling calls. It is the athletes responsibility to be able to hear the calls made by the clerk for the event in which they are participating.
- **Officials/coaches to ensure that athletes are present in the marshalling area when the event is marshalled. It is at the discretion of the Meet Referee in consultation with the Clerk of the Course to determine if late marshalling athletes will be allowed to swim.**
- The Clerk shall announce the event at least twice, with at least two minutes between each announcement.
- No individual calls will be made by the announcer.
- If the Clerk has completed the required calls and an athlete has not checked in, the Clerk shall call the alternate allowing a minimum of one minute for them to report.
- Once an alternate has been called, the listed qualifiers and any previously called alternate are irrevocably scratched from the event.
- Relays with only one heat will be declared finals and swum after individual final events.
- Individual events are swum as heats and finals. Athletes MUST swim the heat to be in the final, even if there is only one heat.

NO MARSHALLING DIVISIONS 5–7, O2 and O8 in Preliminary Heats!

- Per rule 4.5.2 d), there will be **no check-in, marshalling calls, or marshalling** for Divisions 5 – 7, O2 and O8 in preliminary heats. It is the athlete’s sole responsibility to be behind the blocks in the correct lane when the Session Referee calls their race. No exceptions will be entertained. This includes relays that are run in preliminaries.
- *****All divisions will be marshalled for finals.**

Alternates

- Swimming as an alternate on a relay is considered one of the 2 permitted relays. Having a name on a card, but not swimming is not considered to be an entered event.
- Alternates for Finals MUST report at the same time as the event is called. They must be available immediately should they be needed.
- A maximum of 2 alternates will be eligible per event. If no alternate appears it is swum without a replacement.
- There is only one team designated as alternate for relays.
- Once an alternate is CALLED the listed qualifier is disqualified.
- For finals, events will be called a MINIMUM of two times as per the BCSSA regulations. After that the alternate will be called.

Rules

The Rules of the BCSSA for Speed Swimming as published in the January 2024 rulebook, including any rules passed by the BCSSA Board of Directors, which are posted on the BCSSA website, will apply.

All member clubs, competitors, coaches, officials or individuals attending the Championships shall abide by the Code of Conduct as stipulated in Section 3 Conduct. Any members or individuals who violate or fail to comply with the BCSSA Code of Conduct, or rules and regulations may be disciplined at the sole discretion of the Regional Director and/or Meet Referee. Disciplined members or individuals may appeal to the BCSSA Board of Directors. The decision rendered by the BCSSA Board of Directors on the matter shall be final.

Abuse and harassment of any type will not be tolerated as per BCSSAs Harassment Policy.

Starting System

The Omega Timing System (Ares) will be used as the approved automatic judging and timing system for the Speed Swimming Championships in accordance with the BCSSA rules as published January 2024, including any rules passed by the BCSSA Board of Directors, which are posted on the BCSSA website. Electronic plunger results shall be recorded and reported to 100ths of a second only. If a malfunction or light touch invalidates the touch pad results, the electronic plunger results are considered as the Official times. Athletes with identical Official Times shall be tied both for places and time in accordance with Swimming Section 4.5.4 c).

Jury of Appeal

According to BCSSA Rules, any written protest that is upheld by a Jury of Appeal at a Regional Meet may be appealed to the Provincial Appeals Committee. This must be submitted in writing and accompanied by a \$100.00 deposit. The appeals process is to determine appropriate process was followed, not to simply re-try the original protest or complaint. The deposit is refundable if the appeal is successful. It is not refundable if the decision is upheld.

Awards and Scoring

Awards for:

Medals for 1 st , 2 nd , 3 rd	Individual Events and Relay Events
Ribbons for 4 th through 16 th	Individual Events
Ribbons for 4 th through 8 th	Relay Events

Points assigned for 1-8th place finals as follows:

1=9 points
2=7 points
3=6 points
4=5 points
5=4 points
6=3 points
7=2 points
8=1 point

Medals for 1st, 2nd, 3rd and ties will be presented, based on the scoreboard. immediately following the finals race for that event.

Enquiries:

Regional Meet Manager: Adrian Phillips and Tanja Phillips

E-mail: tanjaaphillips@gmail.com

Meet Referee: Adrian Phillips

E-mail: fs.officials@bcsummerswimming.com

The Fraser South Meet Manager and/or designate reserve the right to review any errors or omissions to this package.

Preliminary deck officials schedule and sign-up sheets for Regionals will be available online the week prior to the regional championships.

Provincial Meet

Coaches meet at the end of the meet on Sunday (typically about 30 minutes after the last heat) and are expected to know which of their qualifiers will be attending Provincials.

Individual Events

- The fastest three athletes (and ties) in each individual event in Finals qualify for Provincials. Fraser South is permitted to send the top three athletes in each event regardless of times.
- Additional athletes achieving a Provincial Qualifying Time (PQT) in “S” or “O” Finals individually also qualify for Provincials.
- **Note:** Please refer to BCSSA Rules for how PQT qualifiers are replaced by alternates. Only the top 3 athletes may be replaced by alternates. If 5 athletes achieve PQTs, the additional two athletes may not be replaced by alternates.

Relay Events

- A change in the composition of the relays between Regionals and Provincials is permitted, provided athletes are registered with BCSSA.
- The lead off athlete of a relay may NOT use their time as a PQT for an individual event.
- The fastest two relay teams in Finals in each event qualify for Provincials. Additional relay teams achieving a PQT in Finals also qualify for Provincials.

Regional Relay Selection

- “S” athletes may NOT swim on “O” Regional Medley Relays.
- “O” athletes may NOT swim on “S” Regional Medley Relays.
- “O” athletes may swim on a O8 Regional Medley Relay.
- Athletes competing in a Regional Relay MUST have swum at Regionals.
- All athletes shall be from the same division or category for which the event is being staged, unless there are an insufficient number of athletes available from that division. In that case, athletes from lower divisions may be included to form the Regional Relay Team.
- Regional relay selection will be made by Fraser South coaches. Selection is based on performance at Regionals in finals, where there is no disqualification.
*** The first place athlete in the final at Regionals of each of the strokes will swim that particular leg of the Medley Relay to create the fastest possible combination. For strokes with both a 50m and 100m event, it is the winner of the 50m event that will be selected for the relay. When the same athlete places first in more than one individual event, the second place athlete in the final who creates the fastest combination of athletes will be chosen to swim that leg. The 1st alternate will be the first place IM finisher of the regional final. If the 1st place IM finisher has already secured a place on the regional relay, or will not be attending Provincials, then the selection for an alternate will be based on the time differential to create the fastest combination of athletes based on the results achieved in finals at regionals for the respective 50m events.*

Once the relay teams are established and published, the athlete must swim the stroke that they qualified for. If the alternate is required to swim, the Regional Coaches' Representative will set the relay order with concurrence by the Regional Director.