

TABLE OF CONTENTS

Section 1 - Introduction (The ASSA within the world swimming community) (**Under development**)

Section 2 - ASSA Information

- Club Affiliation and Swimmers Registration Fees
- Electronic ASSA Swimmer Registration
- ASSA Records
 - Girls
 - Boys
 - Relays
 - All Star
- Out of Province Swim Meets
- Information for ASSA Coaches
 - Code of Ethics of Conduct of the Canadian Swim Coaches Association
- Information for Officials
- ASSA Insurance

Section 3 - Directory

- Executive and Region Representatives
- ASSA Swim Clubs and Code Names
- Club Contacts

Section 4 - ASSA Bylaws

- ASSA Provincial Map
- ASSA Discipline, Harassment, Appeals Decision Tree
- ASSA Appeals Procedure (Rule 4)

Section 5 - ASSA Rules and Regulations

Section 6 - Planning and Organizing a Swim Meet (Including Regional and Provincial Swim Meets)

- ASSA Event Lists
 - Including 6 and Under
 - Excluding 6 and Under

Section 7 - Forms, Checklists and Downloadable Documents

- Forms for Club Affiliation and Swimmer Registration
 - Club Affiliation Form
 - Competition Class Swimmer Registration Form
 - Exhibition Class Swimmer Registration Form
 - Special Circumstances Request Form
 - Freedom of Information and Protection of Privacy Act Consent Form
 - Transfer Information and Application Form
- Forms and Checklists for Swim Meets
 - Meet Manager's Report
 - Swim Meet Sanction Form
 - Swim Meet Check List
 - Checking the Physical Set-Up for the Meet
 - Officials Roster Forms
 - ASSA Swim Meet Officials Roster
 - Swim Alberta – Invitational Competition Roster
 - Swim Alberta - National Competition Roster

Section 7 - (continued)

- Forms and Checklists for Swim Meets (continued)
 - Scratch Sheet
 - Deck Entry Form
 - Swimming/Natation Canada Warm Up Procedures
 - Application for Provincial Record
 - Record of Official Protest
 - Official Report of Jury of Appeal
 - Incident Report
 - Amendment of Official Results
- Other Forms
 - Notice of Event – Insurance Request
 - Alberta Coaches Council Application Form

Section 8 - Information for Clubs

- How to form a Society
- Sample Bylaws
- Board Governance
- Sample Club Rules
- Fundraising Suggestions (**Under development**)
- Resources

Section 9 - Manuals

- Mac Meet Program
- Mac Team Program
- ARDB (ASSA Results Data Base)