



1. PROVINCIAL AND REGIONAL CHAMPIONSHIP MEETS

1.1. Application of Rules

1.1.1. All such meets shall be carried out in compliance with the most current S/NC Swimming Rules. In instances where the A.S.S.A. Rules and Regulations differ from the S/NC Swimming Rules the A.S.S.A. Rules shall apply.

1.2. Date and Location of Meets.

1.2.1. The annual Provincial Championship Meet shall be held on the second weekend following the long weekend in August whenever possible the venue for this meet shall be announced at either the Annual Meeting or Spring General meeting. The Board of Directors shall be responsible for choosing the venue, for organizing and for conducting the Annual Provincial Championship.

1.2.2. Annual Regional Meets shall be held at such time and place as is decided by the member clubs in each region, but with preference being given to it being held one week prior to the Provincial Championship meet.

1.2.3. Regional and Provincial Meets shall be held in a sanctionable 25 metre pool.

1.2.4. The Referees for Provincial Meets should be Senior (Level 4) or Master (Level 5) Officials.

1.3. Wild Card Draw Procedures

1.3.1. Wild card swimmer description can be found in rule 1.6.3. For purposes of relay substitution, a wild card swimmer is not considered a qualifier.

1.3.2. Preparing the results file(s) at Regionals for submission to the Provincial Meet.

- a. A non-edited version of the regional final results shall be marked as such and submitted to the ARDB in the usual manner for results posting. The regional meet preliminary results shall also to be submitted at this time.

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- b. An edited version of the Regional Finals results shall be created by deleting from the results file all swimmers who are scratching from the Provincial Championship (either qualifier or potential wild card swimmer). In the event of a tie in finals, a swim off shall be held and first and second place finisher shall be designated. This file shall be marked as such and sent electronically to the person(s) designated by the Provincial Meet Manager immediately following the Regional Meet.
 - c. Once you have received your entries to your Regional Championship Meet, copy the region's competitor database to a word processing document and send it electronically to the person(s) designated by the Provincial Meet Manager. The document should be saved as plain text.
 - d. The meet disc and a hard copy of the results (with scratched qualifiers clearly indicated) may need to be sent as well for use as a back up.
 - e. The procedure for sending this information shall be determined by the Provincial Swim Meet Committee and communicated to the Regional Meet Managers and/or Computer Operators when the Provincial Meet invitation is published.
 - f. Swimmers who will be scratching from the Provincial Championship Event (whether a qualifier or a potential wild card swimmer) **MUST** notify the Regional Meet Manager before the Regional Swim Meet ends. The Regional Meet Manager shall ensure these persons are deleted from the "Edited" regional results before the results are sent to the person(s) designated by the Provincial Meet Manager.
- 1.3.3. Creating the Provincial Wild Card Draw
- a. Once Provincial Meet Management has obtained the edited results and the competitor databases from all six regions, they will create the wild card draw using the edited final results files only. Please see the appendix (for Provincial Computer Operators) in the Meet Program Manual for the specific procedure. This will create for each event a list of qualified swimmers, plus wild card swimmers to fill two complete heats and a number of alternates.
 - b. The wild card draw shall be made available to Region Reps immediately to be checked for accuracy.
 - c. The entire wildcard draw shall be made public as soon as it has been checked for accuracy. Barring unforeseen problems, the latest this shall occur is Monday Noon on the day following the running of the last Regional Championship event.

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- d. Region Representatives shall notify swim clubs in their Regions as to which swimmers have qualified for a wild card position as well as which swimmers have qualified for an alternate position and shall confirm to Provincial Meet Management that these swimmers can attend. Similar information will be posted on the ASSA website.
- e. Provincial Meet Management shall determine timelines for final creation of heat sheets and this information shall be included in the Provincial Meet Invitation.
- f. Provincial Meet Management shall have an alternative procedure to create a wild card draw in the event of unforeseen problems.

1.4. Regional Relays

- 1.4.1. Regional relays in each age category shall be determined on the basis of swimmers' performance at the Regional Championship. Please note that the 17 and over regional relay team is NOT an open team, and must have at least two 17 and over swimmers on it.
- 1.4.2. Regional medley relay teams shall consist of the fastest team as determined by the Regional Meet finals results. (ordinarily the first place finishers in each of the short free, butterfly, back and breast events).
- 1.4.3. Regional Free relay teams shall consist of the four swimmers with the top times in Short Free, including Regionals, and must have competed at Regionals (not necessarily in short free) shall be the Regional Free Relay Team. If unable to fill Free Regional Relay in this manner, then the Regional representative shall use top Aggregate Scoring from Regionals.
- 1.4.4. Region Representatives shall enter their Regional Relay teams to the Provincial Meet Manager no later than 9:00 am Tuesday following the Regional Championship. This list shall include swimmer's name and ASSA#, club, leg of relay to be swum and a time for the team (based on final times obtained at Regionals, not the swimmer's best times).

1.5. Expenses Covered by ASSA

- 1.5.1. Regional Championship Meets.
 - a. Ribbons from third (3rd) place to sixth (6th) place for a 6 lane pool, or third (3rd) place to eighth (8th) place for an 8 lane pool. (These ribbons shall be ordered through the Records and Trophies Chairperson.)
 - b. All other costs shall be borne by the participating clubs, i.e.: pool rental, aggregate trophies (if any), etc

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1.5.2. Provincial Championship Meets.

- a. Pool Rental.
- b. Medallions for places 1 to 3 in each event (provided by the Records and Trophies Chairperson).
- c. Trophies
- d. Ribbons for places 4 to 16
- e. Any other expenses as presented in the budget and approved by the Board and the General Meeting.

1.6. Event List and Entrants

1.6.1. Event List

- a. The event list, which has been approved by the Board of Directors for use in any given year, shall be the one which is used at Regional and Provincial Championship meets in that year.

1.6.2. Entrants

- a. Competitors may enter four (4) individual events and two (2) relay events. These two relay events shall consist of one (1) Medley Relay and one (1) Freestyle Relay only.
- b. Exhibition swimmers shall not compete at Regional or Provincial Championship meets.

1.6.3. Regional representatives to the Provincial Championship Meet in any year shall be:

- a. The top two finalists in each event who are able to attend.
- b. Such additional swimmers (with the fastest finals times achieved at Regionals) as can be accommodated in up to two heats per individual event (see Wild Card Procedures) to ensure all lanes are used.
- c. The top two finalists in each relay event who are able to attend in each relay event.
- d. Such additional relay teams (with the fastest finals times achieved at Regionals) as can be accommodated in up to two heats per relay event (see Wild Card Procedures) to ensure all lanes are used.

1.6.4. In Relays, each swimmer competing at Regionals and Provincials may only swim in two relay events - one Medley Relay and one Free Relay event.

1.6.4.1 No Unofficial Events are to be swum at Regional Swim Meets.

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- 1.6.5. At least two members of the relay team shall be of the age group of the event unless the event is classified as a Senior event.
- 1.6.6. A relay team member may be substituted by another club member for Provincials, provided that the following criteria are met:
 - a. Substitutions are only allowed for personal or medical reasons received in writing and approved by the A.S.S.A. appointed Provincial Swim Meet Committee. This committee shall be composed of the Vice-President, Provincial Swim Meet Management Team, and designated Board Members. This committee shall not exceed 5 voting members.
 - b. Relay substitution requests shall be received no later than 8:00 a.m. the day of the relay event.
 - c. A relay substitution swimmer shall be an eligible A.S.S.A. member of the club in question who has not qualified for a relay team in the same event. A wildcard is not considered a qualifier.
- 1.7. Scoring
 - 1.7.1. For the Purpose of Regional and Provincial Championship Meets, scoring shall be clearly described in the meet invitation and may be:
 - a. The commonly accepted scoring system for ASSA (9,7,6,5,4,3,2,1) for an 8 lane pool.
 - b. In accordance with S/NC rules.
 - 1.7.2. At Regionals, points are awarded to swimmers from each Club and are totaled to determine the Clubs' Scores.
 - 1.7.3. At Provincials, points are awarded to swimmers from each Region and are totaled to determine the Regions' Scores.
 - 1.7.4. ASSA Provincial Scoring system shall be a raw score calculation (individual and Relay swims), Cut Off to determined after July 15 after registration deadline has pasted. Scoring of team relay points will be the same as individual scoring (one team = one individual).
- 1.8. Provincial Trophies
 - 1.8.1. Team Provincial Trophy
 - a. Presented annually to the Regional Coordinators of the Region earning the most points at the Provincial Meet. He/she should have the Region and year engraved on the shield and ensure the trophy is returned to the Provincial Meet the following year.

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- b. Effective with the 2007 Provincial Championships, there will be two trophies presented. A Large Team Trophy for teams with membership greater than or equal to the median number of swimmers per team in the Association and a Small Team Trophy for those teams with less than the median number of swimmers on the team.
- 1.8.2. A.S.S.A. Award of Excellence.
- a. This award is presented annually to the senior male who accumulates the most points in his four individual events.
- 1.8.3. Rachor Trophy.
- a. This award is presented annually to the senior female who accumulates the most points in her four individual events. Donated by his daughter, Gretel Rachor, this trophy stands as a memorial to her father. Adolf supported and encouraged his daughter throughout her 14 years of swimming. Adolf Rachor passed away on May 4, 1991 after a one year struggle with cancer. The Rachor family would like to thank all of you who have given your support throughout these difficult months. They would also like to congratulate the recipient of this very special award.
- 1.9. Merchandise Sales At The ASSA Championship Meet
- 1.9.1. The ASSA Executive annually awards the entitlement to sell ASSA T-Shirts, Pins & Bars, and Heat/Result Sheets at the Provincial Championship Meet. A swim club achieves this entitlement by submitting the favourite T-shirt logo for the upcoming year.
- 1.9.2. The design competition is open to all ASSA clubs. Individuals may submit as many entries as they wish. If too many entries are received, future years may have restrictions on the number of entries.
- 1.9.3. The ASSA Treasurer will guide teams through the merchandise sales event and will be available for consultation in pertinent matters.
- 1.9.4. The ASSA Executive will select the winning T-shirt logo. This occurs at the annual spring meeting.
- 1.9.5. Before submitting a design, please ensure your club is willing and has the resources to look after the merchandise sales. A winner can bequeath their right to sell ASSA merchandise to another club if they wish.
- 1.9.6. Guidelines for submitting a design:
- a. It is very important that logo designs do not infringe on any copyright protection. If part of your design utilizes someone else's work, please submit proof that the item is royalty free.
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- b. The design needs to meet the following criteria:
 - Logo must say ASSA or Alberta Summer Swimming Association.
 - Logo must include the year, eg. 2004 or '04.
 - Logo must say "Provincials" or "Provincial Championships".
 - c. T-shirt logo designs should be submitted either:
 - On an 8.5 X 11 sheet of paper. Send your design to the Spring Meeting with your Region Representative or another Executive member. It is your responsibility to get it to them before the meeting.
 - As a GIF or JPEG image that is suitable for printing on an 8.5 X 11 sheet of paper. Electronic entries must be received by 8 AM the Monday prior to the spring meeting. Email the image file as an attachment to: designs@assa.ab.ca
 - d. Please ensure your name and swim club is clearly marked on the back of your entry if submitting a hardcopy. Ensure the same information is included with electronic entries.
- 1.9.7. If your club secures the right to sell merchandise, the following guidelines shall apply:
- a. The individual club is responsible for ordering and purchasing shirts and deciding upon quantities, sizes, styles and selling prices. Talking with other clubs who have had t-shirt sales in previous years is helpful in this process.
 - b. The individual club will have to work with the facility employees to set up an area for displaying and selling. The facility will also provide tables.
 - c. The "float" for change is the responsibility of the individual club.
 - d. It is also the responsibility of the club to sell results/heat sheets and the ASSA pins and bars. All money collected from the sale of results/heat sheets and pins and bars goes to the ASSA. Because of this, it is best to have two separate money containers. (One for t-shirts and one for heat sheets, pins and bars)
 - e. Once the Provincials are over, it is the responsibility of the club to clean the area and return the pins and bars case to the Records and Trophies Chairperson.

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- f. The club will then calculate the net income of the t-shirt sales and 25% of this amount is to be remitted to the Treasurer of the ASSA. Also to be remitted is the entire amount collected from the sale of pins and bars and results/heat sheets. The club may send two separate cheques or one cheque with the two amounts detailed. The amounts should be remitted within one month of Provincials.

2. AGE GROUPS

- 2.1. Each swimmer shall compete in his/her legal age group for all individual events.
 - 2.1.1. A swimmer's legal age is his/her age as of May 1 in that year.
 - 2.1.2. A.S.S.A. age groups are as follows:
 - 8 & Under.
 - 9 & 10.
 - 11 & 12.
 - 13 & 14.
 - 15 & Over.
 - 10 and Under Distance
 - 12 and Under Distance
 - 14 and Under Distance
 - 2.1.3. "Senior" events shall be open to swimmers of any age provided they are currently registered with A.S.S.A.. "Senior" events include:
 - 15 & Over Relay Events.
 - Boys 1500 metre Freestyle
- 2.2 Para-Swimmers
 - 2.2.1 To compete as a Para-Swimmer as part of the ASSA all swimmers must be classified under the IPC Classification System.
 - 2.2.2 Swimmers are not eligible to be classified until they are a minimum of 10 years of age as of May 1 of the registration year.
 - 2.2.3 Swimmers who do not wish to be classified are eligible to compete as a FINA swimmer with no rule exceptions.

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- 2.2.3 The following events will be created for swimmers with a disability at the regional and provincial level. Para-swimmers may enter any event however only the listed events will be specifically offered for Para-swimmers and eligible for rankings and independent results at competitions. Events shall be run as combined genders with 1 Heat per Event for a 2 year Trial Period beginning with the 2007 Season.
- 50 Free
 - 100 Free
 - 100 Back
 - 100 Breast

3. GRIEVANCE, HARASSMENT AND ABUSE PROCEDURE

3.1. General

- 3.1.1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive, and contrary to the ASSA Code of Conduct (Bylaw 14).
- 3.1.2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of the Vice President (referred to in this procedure as the Harassment Officer).
- 3.1.3. When a written complaint (Incident Report) is received by the President and it is determined that this is a complaint of harassment, abuse or unprofessional conduct, or it is a complaint of infraction of the Bylaws or Rules and Regulations, then the complaint shall be investigated by the Provincial Grievance and Harassment Committee as chaired by the Vice President.
- 3.1.4. This committee has the authority to investigate, report and make binding recommendations. The Vice President shall also have the authority to consult with other bodies as appropriate.
- 3.1.5. S/NC's Harassment Policy, as adopted and amended from time to time, shall be the framework for any investigation under Rule 3.

3.2. Definitions

- 3.2.1. Harassment. Any comment, conduct or gesture directed toward an individual or group of individuals, which is interpreted by that individual as insulting, intimidating, humiliating, malicious, degrading or offensive.

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- 3.2.2. Sexual Harassment. A specific form of harassment which is any unwelcome sexual advance, request for sexual favours, or other verbal or physical conduct of a sexual nature when submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual. Such conduct has the purpose or effect of interfering with an individuals performance or creates an intimidating, hostile or offensive environment.
- 3.2.3. Complainant. A person who experiences harassment, even if a formal complaint of harassment has not been made.
- 3.2.4. Respondent. The person against whom a complaint is made.
- 3.3. Investigation of a Complaint
 - 3.3.1. The ASSA encourages the reporting of all incidents of harassment, regardless of who the offender may be. This applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials, and other members of the ASSA as well as members of the general public.
 - 3.3.2. This applies to harassment which may occur during the course of all ASSA business, activities, and events. It also applies to harassment between individuals associated with the ASSA but outside ASSA business, activities, and events when such harassment adversely affects relationships within ASSA's work and sport environment.
- 3.4. Examples of a Minor Infraction
 - 3.4.1. A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed toward others, including but not limited to peers, opponents, athletes, coaches, officials, or spectators.
 - 3.4.2. A single incident of unsportsmanlike conduct such as angry outbursts or arguing.
 - 3.4.3. Non-compliance with the rules and regulations of the ASSA, whether at the local, regional or provincial level
- 3.5. Procedure for dealing with a Minor Infraction
 - 3.5.1. Items listed above shall be considered as minor infractions and should be dealt with informally by the appropriate person having authority over the situation. The individual being disciplined should be told the nature of the infraction and have an opportunity to provide information regarding the incident.
- 3.6. Examples of a Major Infraction

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- 3.6.1. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed toward others, including but not limited to peers, opponents, athletes, coaches, officials, or spectators.
- 3.6.2. Repeated unsportsmanlike conduct, such as angry outbursts or arguing.
- 3.6.3. Activities or behaviour which interfere with a competition or with any athlete's preparation for a competition.
- 3.6.4. Pranks, jokes or other activities which endanger the safety of others.
- 3.6.5. Deliberate disregard for the rules and regulations under which ASSA events are conducted, whether at local, regional or provincial levels
- 3.6.6. Use of alcohol by athletes, coaches, officials or others during an ASSA sanctioned event.
- 3.6.7. Use of illicit drugs, including banned performance enhancing agents.
- 3.7. Procedure for dealing with a Major Infraction
 - 3.7.1. Items listed above shall be considered as a major infraction and be investigated by the Vice President, who shall inform the complainant and the ASSA executive of the options.
 - 3.7.2. The Harassment Officer shall inform the complainant of:
 - a. The options for pursuing an informal resolution of his or her complaint.
 - b. The right to lay a formal written complaint when an informal resolution is inappropriate or not feasible.
 - c. The availability of counseling and other support provided by the ASSA.
 - d. The confidentiality provisions of this policy.
 - e. The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process.
 - f. The external mediation/arbitration mechanisms that may be available.
 - g. The right to withdraw from any further action in connection with the complaint at any stage (even though the ASSA might continue to investigate the complaint).
 - h. Other avenues of recourse, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
- 3.8. Possible Outcomes

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- 3.8.1. There are four possible outcomes to this initial meeting of complainant and Harassment Officer.
- a. The complainant and Harassment Officer agree that the conduct does not constitute harassment. If this occurs, the Harassment Officer will take no further action and will make no written record.
 - b. The complainant brings evidence of harassment and chooses to pursue an informal resolution of the complaint.
 - If this occurs, the Harassment Officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and if appropriate, the Harassment Officer may also seek the assistance of a neutral mediator.
 - If informal resolution yields a result which is acceptable to both parties, the Harassment Officer will make a written record that a complaint was made and was resolved informally to the satisfaction of both parties, and will take no further action.
 - If informal resolution fails to satisfy the complaint, the complainant will reserve the option of laying a formal written complaint.
 - c. The complainant brings evidence of harassment and decides to lay a formal written complaint.
 - If this occurs, the Harassment Officer will assist the complainant in drafting a formal written complaint, to be signed by the complainant, and a copy given to the respondent without delay. The written complaint should set out the details of the incident(s), the names of any witnesses to the incident(s), and should be dated and signed.
 - The respondent will be given an opportunity to provide a written response to the complaint.
 - The Harassment Officer may assist the respondent in preparing this response.
 - d. The complainant brings evidence of harassment but does not wish to lay a formal complaint.
 - If this occurs, the Harassment Officer must decide if the alleged harassment is serious enough to warrant laying a formal written complaint, even if it is against the wishes of the complainant.

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- When the Harassment Officer decides that the evidence and surrounding circumstances require a formal written complaint, the Harassment Officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and the respondent.
- As soon as possible after receiving the written complaint, but within 21 days, the Harassment Officer shall submit a report to the ASSA executive, containing the documentation filed by both parties along with a recommendation that:
 1. No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within this policy's definition of harassment; or
 2. The complaint should be investigated further.
- A copy of this report shall be provided, without delay, to both the complainant and the respondent.

3.9. Proceeding with an Investigation

- 3.9.1. In the event that the Harassment Officer's recommendation is to proceed with an investigation, the ASSA executive shall within 14 days appoint three members of the ASSA to serve as the Provincial Grievance and Harassment Committee (review panel). This panel shall consist of at least one woman and at least one man. To ensure freedom from bias, no member of the panel shall have a significant personal or professional relationship with either the complainant or the respondent. If, in the opinion of the ASSA executive, it is not possible to appoint a panel of ASSA members free from bias, then the executive may request assistance from Swim Alberta.
- 3.9.2. Within 21 days of its appointment, the case review panel shall convene a hearing. The hearing shall be governed by such procedures as the panel may decide, provided that:
 - a. The complainant and respondent shall be given 14 days notice, in writing, of the day, time and place of the hearing.
 - b. The chair shall be the Vice President.
 - c. A quorum shall be all three panel members.
 - d. Decisions shall be by majority vote. If a majority vote decision is not possible, the decision of the chairperson will be the decision of the panel.
 - e. The hearing shall be held.

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- f. Both parties shall be present at the hearing to give evidence and to answer questions of the other party and of the panel. If the complainant does not appear, the matter will be dismissed, (unless the complainant decided not to lay a formal complaint, but the officer concluded that the evidence and surrounding circumstances were such as to require a formal written complaint). If the respondent does not appear, the hearing will proceed.
 - g. The complainant and respondent may be accompanied by a representative or adviser.
 - h. The panel may conduct the appeal by means of a conference call or some other electronic means, with the approval of the complainant and the respondent.
- 3.9.3. Within 14 days of the hearing, the case review panel shall present its findings in a report to the ASSA executive, which shall contain:
- a. A summary of the relevant facts.
 - b. A determination as to whether the acts complained of constitute harassment as defined in this policy.
 - c. Recommended disciplinary action against the respondent, if the acts constitute harassment.
 - d. Recommended measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute harassment.
- 3.9.4. If the panel determines that the allegations of harassment are false, vexatious, retaliatory, or unfounded, their report shall recommend disciplinary action against the complainant.
- 3.9.5. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.
- 3.9.6. When determining appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:
- a. The nature of the harassment.
 - b. Whether the harassment involved any physical contact.
 - c. Whether the harassment was an isolated incident or part of an ongoing pattern.
 - d. The nature of the relationship between complainant and harasser.
 - e. The age of the complainant.

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- f. Whether the harasser had been involved in previous harassment incidents.
 - g. Whether the harasser admitted responsibility and expressed a willingness to change.
 - h. Whether the harasser retaliated against the complainant.
- 3.9.7. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:
- a. A verbal apology.
 - b. A written apology.
 - c. A written apology.
 - d. A letter of reprimand from the ASSA.
 - e. A fine or levy.
 - f. Referral to counselling.
 - g. Removal of certain privileges of membership or employment.
 - h. Demotion or a pay cut.
 - i. Temporary suspension with or without pay.
 - j. Termination of employment or contract.
 - k. Expulsion from membership.
- 3.9.8. Where the investigation does not result in a finding of harassment, a copy of the report of the case review panel shall be placed in the harassment officers files. These files shall be kept confidential and access to them shall be restricted to the ASSA executive.
- 3.9.9. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel or membership file of the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.
- 3.9.10. Where a person believes that a colleague has experienced or is experiencing harassment and reports this belief to a harassment officer, the officer shall meet with the person who is said to have experienced harassment and shall then proceed in accordance with this procedure.
- 3.10. Appeal of a Decision
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- 3.10.1. Both the complainant and respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for the appeal, must be provided to the chairperson of the case review panel within 14 days of the complainant or respondent receiving the panels report.
- 3.10.2. Permissible Grounds for an Appeal are:
 - a. The panel did not follow the procedures laid out in this policy.
 - b. Members of the panel were influenced by bias.
 - c. The panel reached a decision, which was grossly unfair or unreasonable.
- 3.10.3. In the event that a notice of appeal is filed, the ASSA executive shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with either the complainant or respondent, and no prior involvement in the dispute between them.
- 3.10.4. The appeal body shall base its decision solely on a review of the documentation surrounding the complaint, including the complainants and respondents statements, the reports of the harassment officer and the case review panel, and the notice of appeal.
- 3.10.5. Within ten days of its appointment, the appeal body shall present its findings in a report to the ASSA executive. The appeal body shall have the authority to uphold the decision of the panel, to reverse the decision of the panel, and/or to modify any of the panel's recommendations for disciplinary action or remedial measures.
- 3.10.6. A copy of the appeal body's report shall be provided, without delay, to the complainant and respondent.
- 3.10.7. The decision of the appeal body shall be final. However, If any party believes that the committee has made an error, such as those described in Grounds for Appeal, the matter shall be referred to arbitration, such arbitration to be administered under the Alternate Dispute (ADR) Program for Amateur Sport and its Rules of Arbitration, as amended from time to time.

4. APPEAL PROCEDURE

- 4.1. Following Rule CGR 10.3.1.6 the Jury of Appeal Rule CGR 10.3.1.7 procedure for ASSA shall be
- 4.2. Committee shall mean the ASSA Provincial Appeals Committee

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- 4.3 The Committee shall be formed and composed of the ASSA Officials Chairperson who shall convene three (3) members including the ASSA Board Representative, and members of the Alberta Officials Council (AOC)
- 4.4 An Appeal from the decision of the Jury of Appeal made in conjunction with any ASSA Sanctioned Meet shall be made to the Committee
- 4.5 An Appeal shall proceed as follows:
 - 4.5.1 The Appellant shall notify the Meet Manager within Seven (7) days of the Sanctioned Meet of the intention to appeal the decision of the Jury of Appeal. Meet Management shall notify the Officials Chairperson within Seven (7) days of the receipt of this notification. The Appeal shall be made in writing to the ASSA Committee within Thirty (30) days of the Meet.
 - 4.5.2 The Committee shall:
 - 4.5.2.1 Review the grounds of appeal;
 - 4.5.2.2 Hear oral or written representation from the Appellant, Meet Manager, Referee, and any other party affected by the Appeal, and;
 - 4.5.2.3 Consider any further relevant evidence;
 - 4.5.2.4 And shall make a decision to uphold the Appeal, uphold the Appeal in part, or dismiss the Appeal.
 - 4.5.3 The Officials Chairperson shall cast the tiebreaking vote on the decision, if necessary.
 - 4.5.4 The Officials Chairperson shall immediately notify the parties affected by the decision of the Committee.

5. ASSA ADMINISTRATIVE GUIDELINES

- 5.1. Reimbursement of specified expenses.
 - 5.1.1. Executive and/or Board Meetings.

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- a. For meetings not held in conjunction with an Association meeting, Board Members shall be reimbursed for actual and reasonable costs as set out in a statement to the Treasurer. For Executive and/or Board Meetings, the amount that shall be paid is the basic rate of host hotel, and reasonable travel expenses at the discretion of the Treasurer as approved annually by the Board of Directors of ASSA. Lunch will be provided at the fall and spring meetings for members of the Board of Directors.
 - b. For all meetings, expense claims shall be submitted within 30 days of the meeting.
 - c. Board members will not be reimbursed for expenses to attend meetings the weekend of the Provincial Championship meet unless they do not have swimmers (from their immediate family) participating in the meet.
- 5.2. Long distance telephone tolls incurred by Executive or Board Members of the A.S.S.A. business shall be reimbursed on the basis of an itemized statement to the Treasurer.
- 5.3. Postage and similar expenses incurred by Executive and Board Members on A.S.S.A. business shall be reimbursed only if official receipts accompany the claim to the Treasurer.

6. ASSA FEES

- 6.1. Annual Club Affiliation Fee
- 6.1.1. Annual Club Affiliation fee shall be due by June 1st each year. (The Board of Directors shall announce the fees at the General Meeting.)
- 6.2. Swimmer Registration Fees.
- 6.2.1. A swimmer is not eligible for registration and may not attend competitions until the Annual Club affiliation fee and swimmer registration fees have been paid.
- 6.2.2. A registration fee shall be set for competition class swimmers and for exhibition class swimmers which must be submitted to the Registrar with the registration form for approval and postmarked no later than June 30.
- 6.2.3. A late fee for registration shall be charged for fees submitted and postmarked between July 1 and 15.
- 6.2.4. A swimmer shall not be eligible for registration after July 15.
- 6.3. Current Registration Fees are listed in the ASSA Handbook Section 2.

ASSA Rules and Regulations

7. Para-swimmer

- 7.1. Swimmers wishing to be considered for Para-swimmer classification shall be responsible for contacting Swimming Canada or Swim Alberta to arrange a classification.
- 7.2. Classified swimmers in the Province of Alberta are issued an identification card that includes the rule exceptions that apply to the athlete.
- 7.3. A copy of this card shall accompany the initial registration form and be kept on file with the Registrar. The Registrar shall inform the Board of any swimmers who register with a Para-swimmer classification.
- 7.4. It shall be the responsibility of the coach or swimmer to provide a copy of this card to the meet referee upon request.

8. ARDB (ASSA Results Database)

- 8.1. If official results have been submitted in error to the ARDB, a coach or official may request a correction on the ARDB "Amendment to Officials Results Form". This form shall be completed and submitted to the ASSA Office and copied to the ARDB Administrator.