



**VANCOUVER ISLAND REGIONAL CHAMPIONSHIP
2026
MEET PACKAGE**

Ray Newman Championship Swim Meet

COWICHAN AQUATIC CENTRE POOL

2653 James St., Duncan, B.C.

DATES: Friday, July 31 – Sunday, August 2, 2026

COURSE: 25 metre, 8 lanes, starting blocks and Colorado 6 Electronic Timing System

MEET MANAGER (Prior to competition): Candace Bates president@cvbreakers.ca

MEET MANAGER (During competition): Kaitlyn Chewka vi.director@bcsummerswimming.com
Meghan Nishi vice.president@oakbayorcas.ca

MEET REFEREE: Ryan Braun ryanbraun82@gmail.com
Jason Hendsbee vice-president@jdfroyals.ca

MEET ENTRIES: Brie Rhind nanaimoswimming@gmail.com

CLERK OF THE COURSE: Mark Duffell nanaimoswimming@gmail.com

VI REGION CLUBS: Campbell River Salmon Kings – **CRSK**
Comox Valley Blue Devils – **BD**
Cowichan Valley Breakers – **CVB**
Juan De Fuca Royals – **JUA**
Nanaimo White Rapids – **NAN**
Oak Bay Orcas – **ORCAS**
Pender Island Otters – **PDI**
Powell River Aquatic Club – **POW**
Salt Spring Stingrays – **SSS**
Sidney Piranhas – **SPSC**

SCHEDULE:

Friday July 31, 2026

10:30 am Group 1 warm-up (schedule to follow)

10:50 am Group 2 warm-up

11:10 am Group 3 warm-up

11:15 am Officials Meeting

11:30 am Coaches Meeting

12:00 pm Land Acknowledgement followed by "O Canada"

12:15 pm Preliminary Heats begin

Break (30 minutes)

Finals warm-up

Consolations and Finals

Saturday August 1, 2026

8:00 am Group 2 warm-up (schedule to follow)

8:20 am Group 3 warm-up

8:40 am Group 1 warm-up

8:45 am Officials Meeting

9:00 am Coaches Meeting

9:30 am Preliminary Heats begin

Break (one hour) – VI Region AGM

Finals warm-up

Consolations, Finals and Relays

Sunday August 2, 2026

8:00 am Group 3 warm-up (schedule to follow)

8:20 am Group 1 warm-up

8:40 am Group 2 warm-up

8:45 am Officials Meeting

9:00 am Coaches Meeting

9:30 am Preliminary Heats begin

Break (one hour) Regional Cheers & Graduate Acknowledgements

Finals warm-up

Consolations, Finals and Relays

LUNCH BREAK:

There will be a 30 minute break after Preliminary Heats on Friday.
On Saturday and Sunday there will be a 1 hour break between Preliminary Heats and Finals. Please note: breaks are subject to change. If needed, breaks may be shortened.

The Vancouver Island Region Annual General Meeting (AGM) and elections for 2026/27 will take place on Saturday during the break. Each club shall have one vote. All parents of all clubs are welcome to attend. Refreshments will be provided.

On Sunday, Regional Cheers and Acknowledgement of Graduates will take place prior to the start of consolations and finals. Coaches will have all graduates assemble at the shallow end of the pool immediately following regional cheers.

MEET ENTRIES:

All meet entries must be emailed to:
nanaimoswimming@gmail.com

Each swimmer may enter a **maximum of 4 individual events plus 2 relays.**

Please email your entries by **Noon** on **Wednesday July 22nd, 2026** and include the following:

1. Club meet entry file from Swim Manager
2. Club roster (report or Hytek file)
3. Relay spreadsheet (if not submitting using Swim Manager)
4. Validation Report - instructions emailed to clubs

Entry validation report can be completed using the following steps:

1. In Swim Manager (Active), go to "Reports" and then select "Meet Entries" report.
2. Run the report for "2026 Vancouver Island Regional Championships" meet and select the "Proof of Time" option and then sort by Athlete name,
3. The report output should show each swimmer's entries, along with the entry time and the meet in which they qualified. Download this report and send along with your entry file..

Questions regarding entries may be emailed to:
nanaimoswimming@gmail.com

Please include a contact name and phone number for any entry questions.

INDIVIDUAL ENTRIES:

*******DECK ENTRIES ARE NOT ALLOWED*******

All BCSSA rules are in effect. Entries must be submitted with valid times.

Scratches from preliminary events can be reported to the Clerk of the Course no later than 60 minutes before the Coaches meeting each day:

- Friday: 10:30 am
- Saturday: 8:00 am
- Sunday: 8:00 am

Scratches from individual finals must be reported to the Clerk of the Course no later than fifteen (15) minutes after the completion of the individual heat for the event.

“O” Cat swimmers may be combined with “S” swimmers for preliminaries but will swim finals separately.

There are no refunds for scratched events.

Rule Section 4.3.2 (a) applies to all entries: Eligibility to compete at the Regional Championship Meet shall be limited to Athletes who have competed in a BCSSA club-hosted meet during the current competitive season. i) Athletes must have competed in each individual event they wish to compete in at the Regional Championship Meet. ii) Athletes competing on a club relay at Regional or Provincial Championship Meet must have competed in at least one individual event during the current season. 2026 VANCOUVER ISLAND REGIONAL CHAMPIONSHIPS MEET PACKAGE 4 of 14 The Regional Registrar / Meet Manager will verify the validity of all swimmers competing at the Vancouver Island Regional Championships.

RELAY ENTRIES:

*******DECK ENTRIES ARE NOT ALLOWED*******

All BCSSA rules are in effect.

All relays must be entered in the following manner with the same deadline as individual entries:

The relay team should be entered in Swim Manager and sent in with your entries using an A, B, C delineation for a multiple number of teams in the same division of boys or girls. You must enter swimmers' names into your Swim Manager entries.

Alternatively, we will accept a spreadsheet with your relay entries if unable to enter the relays in Swim Manager

We will fill in relay cards for you per your Hy-Tek entries; completed cards will be

available at the Clerk of the Course during the meet. Please remember that each swimmer can swim in a maximum of 2 Relay Events.

Team Composition:

o A club Relay Team shall consist of 4 swimmers. The composition may change between Regional and Provincial Championships, provided that all swimmers meet the registration criteria of the BCSSA. The composition of the club Relay can be changed up until the Daily Scratch Deadline (1 hour before Coaches meeting). Any changes must not affect the Division of the relay as deck entries for a new relay in a new Division event are not allowed. Relay limits for each swimmer still apply.

o For each Relay Team, one swimmer must be from the Division that the relay is entered in. All other swimmers may be brought up from lower Divisions.

o 'S' swimmers can swim in 'O Cat' relays. Div 1-3 with 'O Cat' 1, Div 4-6 with 'O Cat' 2, Div 7 with O8, as long as there is a minimum of 1 (one) 'O Cat' swimmer in each relay. Individual swimmers can only swim on 2 (two) relays. 'O Cat' swimmers may not swim in 'S' relays.

o At least one swimmer selected to the relay team must have competed in an individual event in that division at a sanctioned BCSSA meet during the 2026 competitive season.

o The actual team members with up to two Alternates (2) shall be named on the Relay Card provided by the Clerk of the Course. Once the Relay is checked in at Marshaling, there will be no changes allowed to the four (4) designated swimmers. Failure to report the correct names shall result in disqualification.

- Only swimmers whose names appear on the Meet Entry Form shall swim in Relays. If a swimmer is in a Relay(s) only, the name shall appear with the notation "Relay Only".

- It is NOT permissible for a swimmer to change relay teams between Prelims and Finals in the same event.

HEATS AND FINALS FOR RELAYS:

- Heats for relay events that have more than one heat will be swum at the end of preliminaries before the break.

- Finals for those events and all relay events with only one heat will be swum as Finals at the completion of individual Finals.

- There will be no consolation finals for relay events.

EVENTS:

Swimmers can enter a maximum of four (4) Individual and two (2) Relay events per swimmer. Individual events are swum as Preliminaries and Finals. Preliminary events may be combined. "O" Cat swimmers may be combined with "S" swimmers in preliminary heats but will swim finals separately.

ENTRY FEES:

\$9.00 per Individual Event

\$13.00 per Relay Team

Payment is due to the clerk of course by 10am on Sunday August 2nd, 2026. There are no refunds for missed or scratched events. Cheques will be submitted to Clerk of the Course and are payable to "BCSSA Vancouver Island Region". Fees can also be e-Transferred to our Regional Treasurer:

bcssa.vi.treasurer@gmail.com. Please notify the Clerk of the Course if fees will be e-Transferred. There are no refunds for missed or scratched events.

MEET MANAGEMENT:

Hy-Tek Swim and Meet Manager will be used. Entries must be submitted in the format requested. The meet will be published on Meet Mobile. A "Definitive" Event Heat Sheet will be provided to each club and to all Officials and Lane Recorders, after the deadline for Scratches and prior to the start of the Meet. These Scratches will be incorporated into that "Definitive" Event Heat Sheet. A "Definitive" Event Heat Sheet will be produced for Relays and Finals.

MARSHALLING CALLS ARE A COURTESY, ONLY CALLS MADE BY CLERK OF THE COURSE DIRECTLY IN MARSHALLING ARE OFFICIALLY TIMED CALLS FOR RACE CHECK IN & ALTERNATES, see below There will be full Marshalling for Div 1-3, O-Cat 1 Heats, Div 4 Fly and all Relays. This is a cardless meet; however there will be relay cards for Relays. There will be no "Personal Calls" from the Clerk of the Course. Div 4-8, O-Cat 2 & O8 Swimmers will be required to report to the Marshalling Area to sign in for their Heats. They will be responsible to be behind the blocks prior to the start of their race.

There will be full Marshalling for all events in Consolations and Finals.

Alternates: Swimmers and Alternates are responsible for reporting to the Clerk of the Course in time for their race. The Clerk will announce the availability of a "check in" at least twice, with at least 2 minutes between each announcement. It is the responsibility of each competitor to be close enough to hear the announcements. For Finals, once the Clerk has completed the required calls and a swimmer has not checked in, it can be concluded that that swimmer does not intend to compete in that event. Should this occur, the Clerk will call the designated Alternate, allowing one (1) minute for her/him to report. Once the Alternate(s) have been called, the listed qualifier and any previously called Alternate are irrevocably scratched from that event.

WARM UPS:

Each Club will be assigned a minimum of one lane for the full 20 minutes available for heats warm ups. Heats warm-up times listed earlier in the meet package. Groups and lanes are as follows

** ** Lane assignments for warm ups may change depending on number of swimmers in attendance

Group 1 CBD 1-3, CRSK 4-5, CVB 6-8

Group 2 Nan 1-4, SPSC 5-8

Group 3 ORCAS 1-3, JUA 4-6, SSS/PDI/POW 7-8

Open warmups will be available before the start of each finals session.

15 mins Juniors swimmers (Div 1-4 and OCat 1)

15 mins Senior swimmers (Div 5-7, OCat 2, and OCat Div 8)

Finals warmup sessions subject to change depending on numbers and timing

2026 VI REGION RESPONSIBILITIES:

Regional Director and Assistant Regional Director: Kaitlyn Chewka and Meghan Nishi

- a. Acquires Regional Championships supplies: ribbons, medals, record plaques, caps and T-shirts;
- b. Provides the 2026 VI Regionals Budget to the Regional Executive;
- c. Creates the 2026 Meet Package for BCSSA VI Regional Championships;
- d. Ensures that all meet entries are collected and included in the Meet by the Clerk of the Course and validated by the Regional Registrar;
- e. Creates and distributes the meet volunteer sign up form, delegates volunteer responsibilities to clubs, and ensures all roles are filled;
- f. Ensures that VI Coaches form the VI Regional Relays in accordance with "Swimming and Overall Meet Rules in the 2026 Provincial Championships Meet Package";
- g. Ensures that VI Regional Provincial Championship meet entries advancer file is delivered on time to the BCSSA office;
- h. Ensures that our VI Region Provincial Championship responsibilities are filled; and
- i. Supplies seating for spectators.

Meet Manager (prior to competition): Candace Bates

- j. Ensures that Regional Championship Meet is properly organized, at the pool facility;
- k. Ensures that the pool facility and surrounding areas are available for the competitors and spectators, including signing the rental agreements where applicable;
- l. Establishes timing systems, recording systems and provides all associated support materials and equipment;
- m. Provides office equipment – photocopier(s), computers, tables, chairs and office supplies;
- n. Provides Deck Food Manager and storage equipment;
- o. Supplies Marshalling area tents and benches;
- p. Supplies tables, chairs for officials & coaches;
- q. Supplies seating for spectators;
- r. Provides sound system and announcer and anthem singers;
- s. Provides agreements and designated space and services for any vendors who may provide services for the meet, swimmers or spectators, on behalf of the VI Region; and
- t. Oversees the set-up and take-down.

Meet Manager / Director of Competition: Kaitlyn Chewka and Meghan Nishi

- u. Assumes Meet Manager duties during the competition;
- v. With the Meet Referee, ensures that the competition event is safe, fair and proceeds in accordance with the BCSSA Rules and Regulations;

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- w. Chairs the Jury of Appeal; and
- x. Disseminates all meet information.

Regional Director of Officials: Ryan Braun and Jason Hendsbee

- y. Designates Meet Referee;
- z. Arranges for Provincial Sign-Up of officials;
- aa. Encourages all qualified deck officials to undertake shifts for Regional Championship;
- bb. Ensures that all clubs fill lane timing chairs

Regional Registrar: Brie Rhind

- cc. Ensures that all Regional Championships swimmers are eligible to swim at the Regional Championships in all individual and relay events;
- dd. Registers all provincial qualifiers for Provincial Championship in conjunction with the Regional Director and to ensure that the entries are sent to the BCSSA Office by the deadline;
- ee. Checks eligibility of VI Regional Relay members in accordance with *“Swimming and Overall Meet Rules in the 2026 Provincial Championship;”* and
- ff. Produces event heat sheets prior to the events.

Regional Treasurer: Sarah Gullins

- gg. Reviews the 2026 Regional Championships Budget;
- hh. Collects all regional entry fees from clubs; and
- ii. Collects and remunerates costs incurred at Regionals.

Meet Referee: Ryan Braun and Jason Hendsbee

- jj. Coordinates the assignment of deck officials for the meet;
- kk. Establishes a rotation of deck officials; and
- ll. Supervises the disqualifications and the protest process to ensure a fair event.

All VI Region Club Presidents or Representatives

- mm. Submits their club entries by the deadline **NOON – Wednesday July 22nd, 2026** outlined in 2026 VI Regional Meet Package;
- nn. Fills their assigned club duties and submits the completed Sign-Up lists to the Meet Manager by **Midnight - Wednesday July 29th, 2026**
- oo. Distributes a completed club volunteer list to their members prior to Regionals.

2026 VI REGIONAL CLUB RESPONSIBILITIES:

- All clubs are expected to fill jobs as assigned. A sign up form will be sent out to clubs.
- Timers – All Clubs (schedule will be sent prior to the Meet, and posted)

DECK FOOD:

- Deck Food will be provided for meet volunteers.
- At least one (1) individual must be on location who has a “Food Safe” certificate.
- Each club is responsible for \$150 for deck food, payable to “BCSSA Vancouver Island Region”. This fee may be added on to the meet fees. Clubs with a BCSSA registration of 30 athletes or fewer will pay \$50.

AWARDS:

Individual Events: 1st to 3rd medals
4th to 16th ribbons

Relays: 1st to 3rd medals
4th to 8th ribbons

Records: VI Record Breaker plaques

Coach and or Club Rep can pick up medals/ribbons at the end of the meet in Scratch meeting. No awards will be released before that time.

HEAT SHEETS AND RESULTS:

- Results will be posted
- Official Heat Sheets will be distributed to coaches and officials. Unofficials Heat sheets will be available on Meet Mobile.

REGIONAL CHAMPIONSHIP (PROVINCIAL QUALIFIERS) SHIRTS:

- Please designate one club representative from your team to collect orders for Regional Shirts and complete one copy of the google form for your entire team (Google order form will be distributed to all clubs via email in advance)
- **Only Provincial qualifiers, competing alternates and coaches are eligible for shirts**
- Regional Shirts will not be distributed to clubs until they have completed their volunteer sign-up sheets for the 2026 Provincial Championships in Kamloops.
- Regional Caps and shirts will be distributed in Kamloops beginning on Thursday evening at regional warmups, please designate one club representative to receive your club shirts and caps to distribute to your team members.

PROVINCIALS SCRATCH MEETING:

- All coaches are required to meet with the Regional Director, Regional Registrar (and Meet Manager) at the end of the meet on Sunday to finalize the Provincial Entries and Scratches. Refreshments will be provided.

ANNUAL GENERAL MEETING:

- Our Regional Annual General Meeting will be held during the Saturday Break.
- All Club members are invited to attend.

DISQUALIFICATIONS:

Disqualifications will be administered as per BCSSA rules. Please remember that officials make every effort to inform coaches as quickly as possible of any disqualifications, preferably no longer than 15

minutes. However, at times there may be circumstances where it will take a bit longer – please be patient and respectful with officials.

THE WORKING DECK:

The deck surrounding the sides and both entrance ends of pool will be the “working deck” and is out of bounds for all but working officials during the meet. As per BCSSA rules, unauthorized intrusion into such areas by athletes, coaches, or any other persons may warrant, at the discretion of the Meet Referee, disqualification from all remaining events in the meet or expulsion from the pool for the remainder of the meet.

Events Schedule**Friday Preliminary Heats (same Event Numbers for Preliminaries & Finals)**

Girls			Boys
101	Div 1	100 IM	102
103	Div 2	100 IM	104
105	Div 3	100 IM	106
107	"O" Cat 1	100 IM	108
109	Div 4	200 IM	110
111	Div 5	200 IM	112
113	Div 6	200 IM	114
115	"O" Cat 2	200 IM	116
117	Div 7	200 IM	118
119	Div O8	200 IM	120
121	Div 1	50 Free	122
123	Div 2	50 Free	124
125	Div 3	50 Free	126
127	"O" Cat 1	50 Free	128
129	Div 4	50 Free	130
131	Div 5	50 Free	132
133	Div 6	50 Free	134
135	"O" Cat 2	50 Free	136
137	Div 7	50 Free	138
139	Div O8	50 Free	140
501	"O" Cat 10	50 Free (Trial)	502

Saturday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls			Boys
201	Div 1	50 Fly	202
203	Div 2	50 Fly	204
205	Div 3	50 Fly	206
207	"O" Cat 1	50 Fly	208
209	Div 4	50 Fly	210
211	Div 5	100 Fly	212
213	Div 6	100 Fly	214
215	"O" Cat 2	100 Fly	216
217	Div 7	100 Fly	218
219	Div O8	100 Fly	220
221	Div 1	50 Back	222
223	Div 2	50 Back	224
225	Div 3	50 Back	226
227	"O" Cat 1	50 Back	228
229	Div 4	100 Back	230
231	Div 5	100 Back	232
233	Div 6	100 Back	234
235	"O" Cat 2	100 Back	236
237	Div 7	100 Back	238
239	Div O8	100 Back	240
503	"O" Cat 10	100 Back (Trial)	504
141	Div 1	4x50 Medley Relay	142
143	Div 2	4x50 Medley Relay	144
145	Div 3	4x50 Medley Relay	146
147	"O" Cat 1	4x50 Medley Relay	148
149	Div 4	4x50 Medley Relay	150
151	Div 5	4x50 Medley Relay	152
153	Div 6	4x50 Medley Relay	154
155	"O" Cat 2	4x50 Medley Relay	156
157	Div 7	4x50 Medley Relay	158
159	Div O8	4x50 Medley Relay	160

Sunday Preliminary Heats (same Event Numbers for Preliminaries & Finals)

Girls			Boys
301	Div 5	50 Fly	302
303	Div 6	50 Fly	304
305	"O" Cat 2	50 Fly	306
307	Div 7	50 Fly	308
309	Div O8	50 Fly	310
505	"O" Cat 10	50 Fly (Trial)	506
311	Div 1	50 Breast	312
313	Div 2	50 Breast	314
315	Div 3	50 Breast	316
317	"O" Cat 1	50 Breast	318
319	Div 4	100 Breast	320
321	Div 5	100 Breast	322
323	Div 6	100 Breast	324
325	"O" Cat 2	100 Breast	326
327	Div 7	100 Breast	328
329	Div O8	100 Breast	330
507	"O" Cat 10	100 Breast (Trial)	508
331	Div 1	100 Free	332
333	Div 2	100 Free	334
335	Div 3	100 Free	336
337	"O" Cat 1	100 Free	338
339	Div 4	100 Free	340
341	Div 5	100 Free	342
343	Div 6	100 Free	344
345	"O" Cat 2	100 Free	346
347	Div 7	100 Free	348
349	Div O8	100 Free	350
241	Div 1	4x50 Free Relay	242
243	Div 2	4x50 Free Relay	244
245	Div 3	4x50 Free Relay	246
247	"O" Cat 1	4x50 Free Relay	248
249	Div 4	4x50 Free Relay	250
251	Div 5	4x50 Free Relay	252
253	Div 6	4x50 Free Relay	254
255	"O" Cat 2	4x50 Free Relay	256
257	Div 7	4x50 Free Relay	258
259	Div O8	4x50 Free Relay	260

DAY USE AREA

Clubs may use the parking lot on the East side of the pool as a Day Use Area.

PLEASE:

- Pack up and take all belongings at the end of the day
- NOTE there is no on-site security overnight
- Do NOT leave your belongings unattended in the day use area

ACCOMMODATION

Please see information provided in the Cowichan Breakers Invitational Meet Package

[CVRD Accommodations](#)

BCSSA Vancouver Island Regional Championships

SCRATCH SHEET

Club _____ Coach _____

Swimmer	Event #	Event Name