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## ***BLP1.1 PROCEDURE FOR PARTICIPATION IN OVERSEAS COMPETITIONS***

1. The Club, Individual or Group shall submit correspondence to the ASAJ requesting approval for participation in the particular competition. The letter or accompanying documentation must include the following:
  - 1.1. Venue of competition
  - 1.2. Dates of competition
  - 1.3. Name of competition
  - 1.4. Organizers
  - 1.5. Sanction number
  - 1.6. Traveling Officials, (Coaches, Manager, Chaperones, Chef de Mission etc.)
  - 1.7. Names of competitors
2. Competitors must be registered and in good standing with the ASAJ.
3. Traveling officials must be in good standing with the ASAJ.
4. The letter should arrive at the office of the ASAJ at least three (3) weeks before the scheduled date of departure.
5. Applicants should not depart from the country without having received the letter of accreditation from the ASAJ
6. Whether requested or not, this letter must be handed to the competition organisers before the start of competition
7. Within one (1) month of return from the competition the following must be presented to ASAJ:
  - A full copy of the competition results or the URL of the web page where they may be found.
  - A brief written report on the teams participation in the competition.

## ***BLP2 PROCEDURES FOR THE SANCTIONING OF LOCAL COMPETITIONS***

- BLP2.1** All local competitions sponsored by ASAJ, Clubs, Organizations, School or Individuals must be sanctioned by the ASAJ if they are to qualify as properly accredited FINA competitions.
- BLP2.2** The Rules for the Competition must be based on FINA and ASAJ Rules.
- BLP2.3** Organizers or Sponsors must apply in writing to the Honorary Secretary of the ASAJ, for sanction of the proposed competition.
- BLP2.4** The application must arrive in time to be considered and approved by Council and allow a minimum of six (6) weeks for the summons to be received by invited participants. Given the normal time lines the applicants should allow approximately ten (10) weeks.
- BLP2.5** The letter of application must be accompanied by a copy of the Competition Summons which must include:
- Name, date and venue of the competition
  - Rules under which the competition is to be held (for swimming competitions, the type of start must be stated – SW 4.1)
  - Latest date of registration with the ASAJ to be eligible to compete which will normally be at least three (3) weeks before the scheduled date for the start of the competition
  - Order of events
  - Entry deadline
  - Full information on contact names and addresses
  - Information as to whether overseas participation is invited
- BLP2.6** The Secretariat must check that Sponsors and/or organisers are acceptable and/or in good standing

with the Association. Sponsors associated with tobacco, alcohol or other unacceptable products, inter alia, will not be considered for approval.

**BLP2.7** The application and supporting documents including the findings and recommendations of the Secretariat should be circulated to members of council at least seven (7) days before the meeting at which it is to be considered. Failure to satisfy this requirement may result in Council delaying consideration of the application until the next Council Meeting.

**BLP2.8** The decision of Council will be communicated to the organizers in writing within five (5) working days of the meeting and the sanction number assigned to the competition.

a. The sanction number shall be a five digit number as follows:

**Sanction # 29909**

i. The first digit represents the type of competition;

- 1 = National Team Competitions
- 2 = Club Competitions
- 3 = School Competitions
- 4 = Development Competitions

ii. The second and third digits represent the year in which the competition will be held.

iii. The fourth and fifth digits will be the number of the competition in order of Council approval.

The example above would therefore mean – a Club competition to be held in 1999 and it was the 9<sup>th</sup> competition sanctioned by the ASAJ in that year.

### ***BLP3 HANDLING COMPETITION ENTRIES ASAJ MANAGED COMPETITIONS***

**BLP3.1** Entries will normally close at 4:00 PM, 14 days before the first day of competition. The actual Entry Form will be included in the summons. Any swimmers registered by a club to swim in the meet is liable to pay entry fees unless scratched BEFORE the deadline.

**BLP3.2** Entries will normally be made on the entry form attached to the summons or using Hy-Tek software.

**BLP3.3** If entries are hand written, they should be legible in black or blue ink. Where possible, an entry time for each event entered should be included. Where the coach/swimmer does not wish to include a time, **NT** (no time) should be entered. Illegible entries will not be accepted.

**BLP3.4** Where an entry time is deemed to be erroneous e.g. too fast, NT (no time) will be entered by the meet organizers).

**BLP3.5** At the Technical Meeting (if called for on the Meet Summons) a representative from each club will have the opportunity to check entries, make scratches, and receive passes and any other relevant information. The Meet Director or his designee will normally chair the Technical Meeting.

**BLP3.6** A certified printed copy of the register of swimmers accredited up to the closure of registration i.e. three (3) weeks before the first day of the competition, must be given to the Competition Manager by the close of business of the last day.

**BLP3.7** Similarly a certified printed copy of each club's registered members must be given to the appropriate club official within twenty-four (24) hours of the close of registration.

## **BLP6 PROCEDURE FOR REGISTRATION OF A CLUB SEEKING ADMITTANCE TO THE ASAJ**

The ASAJ will welcome any new Club whose goals and values mirror those of the Federation. As a member of FINA, we are required to ensure that the Federations leaders and its members acknowledge the world swimming body as the sole worldwide Swimming governing body. A statement to this effect is included in the Federations articles. To ensure that our members intend to conform to the accepted rules, each Member Club must have a Constitution that incorporates these ideals. We therefore require that each Club applying to be a member of the ASAJ be governed by a Constitution that must include at least the following:

1. The Club's objectives and goals.
2. An organizational outline.
3. A list of responsible persons.
4. An acknowledgment that FINA is the sole world governing body for swimming matters.
5. An acknowledgement that the ASAJ is the sole governing body for swimming matters in Jamaica.

The ASAJ does not intend to dictate to a member how their club should be organized. However, there should be a clear indication that the club will be adequately managed, will seek to uphold the Federations goals and values.

To register a new club, the applicant will provide the ASAJ with the following documentation, information and fees:

1. Covering letter from CEO/President (or equivalent) of the Club to the Association applying for registration with the ASAJ. The letter will include;
  - Name of the Club.
  - Address of the Club and contact numbers.
  - Names of the Elected Officers:
    1. President
    2. Vice-President/s (if applicable)
    3. Treasurer
    4. Secretary
    5. Head Coach and coaching staff.
  - Constitution of the Club, including aims, objectives, organizational structure, basic rules and regulations.
  - Documentation of Coaching qualifications, life saving (to be current) qualifications.
  - Names and proof of age of at least 10 member swimmers.
  - ASAJ Club registration fee and Individual swimmers registration fees.

On presentation of all the above documentation and payments, the information will be given to Council Members at least seven (7) days before the monthly meeting at which the request will be presented.

The new applicant will receive written notice of the Council's decision within five (5) working days of the meeting.

## **BLP8 REGISTRATION OF INDIVIDUAL MEMBERS**

### **BLP8.1 REGISTRATION OF NEW INDIVIDUAL MEMBERS**

An ASAJ member may be registered as a general member, athlete (swimmer), coach or technical official, as follows:

**General Member** - A General Member may be registered by a Club or as Unattached. The Club or member (parent/guardian if member is under 18 years of age) must provide the ASAJ Secretariat with the following:

1. Completed ASAJ Member Registration form, signed by the applicant (if over 18) and by an authorized person on behalf of the Club (if the Member is being registered by a Club).
2. Registration fee (see schedule)

**Athlete (swimmer)** - A swimmer may be registered by a Club or as Unattached. *Athlete membership will consist of an annual membership, an out-reach membership or a single-meet open water or masters membership.*

Annual membership — Membership is for a calendar year (January to December 31). The Club or swimmer (parent/guardian if swimmer is under 18 years of age) must provide the ASAJ Secretariat with the following:

1. Completed ASAJ Member Registration form, signed by the applicant (if over 18) and by an authorized person on behalf of the Club (if the Member is being registered by a Club).
2. Copy of the swimmers birth certificate.
3. Registration fee (see schedule).

Outreach membership — Annual membership with specially-reduced fees. Outreach membership will be applied on a case by case basis and will be approved by a majority vote at an ASAJ Council Meeting. Council will ensure that applications for reduced fees under the outreach programme:

1. Are approved for a specific time period;
2. Validated as being critical to the development of one or more athlete;

Single-Meet Open Water/Masters Meet Membership – membership may be offered for the specific date(s) of an open water competition(s).

1. The athlete must compete unattached.
2. Single-meet membership is not valid for competition at the Championship or National meet level.
3. Where an athlete's date of birth cannot be validated with an official document, his/her competition results may be published but not scored or ranked e.g. shown as "exhibition".
4. The Meet Summons must indicate if Single Meet Membership is being offered and the single meet registration fee and registration forms must be delivered to the ASAJ Office or ASAJ Honorable Secretary no later than seven (7) days after the last day of competition.

**Technical Official** - All Technical Officials are encouraged to register with the ASAJ, however he/she must be a Member if the intention is to officiate in overseas competitions or a locally hosted International Competition. All Technical Officials who apply to be added to a FINA or UANA Judges List must be a Jamaican Citizen and a registered Member of the ASAJ. Technical Officials may be registered by a Club or as Unattached. The Applicant must provide the ASAJ Secretariat with the following:

1. Completed ASAJ Member Registration form, signed by the applicant and by an authorized person on behalf of the Club (if the Member is being registered by a Club).

2. Copy of the officials' birth certificate or proof of citizenship.
3. Registration fee (see schedule).

**Coach** - A person who coaches any of the aquatics disciplines are encouraged to register with the ASAJ. A Coach must be a Member of the ASAJ if he/she wishes to be selected to coach a National Team. He/She may be registered by a Club or as Unattached. The Club or Coach must provide the ASAJ Secretariat with the following:

1. Completed ASAJ Member Registration form, signed by the applicant and by an authorized person on behalf of the Club (if the Member is being registered by a Club).
2. Copy of the coaches valid life guard certification and NEPA license.
3. Registration fee (see schedule).

The Secretariat enters particulars of newly registered members into the database. The Secretariat issues receipt and provides the Club (or members if unattached) with a database printout indicating the members ASAJ registration ID number.

## BLP8.2 TRANSFER OF SWIMMER FROM ONE CLUB TO ANOTHER

**N.B** A swimmer transferring from one club to another at the beginning of a new calendar year does not need a letter of resignation or a waiting period before swimming in the name of the new club

Other than the first of January the parent or swimmer (if 18 years of age or older) must do the following:

1. write a letter of resignation to the club.
2. send a copy of the above letter to the ASAJ Secretariat

The new club must submit the following to the ASAJ Secretariat:

- a completed ASAJ Member Registration form showing that the swimmer is a transfer from another club, naming the former club and requesting membership in the new club.

No registration fee is required, as this fee has already been paid to the Association by the former club.

The ASAJ Secretariat will indicate when the swimmer may swim in the name of the new club. The swimmer may swim for their new club one hundred and twenty (120) days after last competing for their former primary or secondary club. The Secretariat must have received the letter of resignation and the registration form from the new club. During the transition period the swimmer will swim as Unattached.

The former club should provide a letter of release to the ASAJ and the parent. Confirmation of the registration is sent to the new and former club by the Secretariat.

Confirmation of the registration will be sent to the new and former club by the Secretariat.

### BLP8.3 REGISTRATION OF MEMBER CLUBS AND INDIVIDUAL MEMBERS AT THE BEGINNING OF THE NEW CALENDAR YEAR.

1. By January 1<sup>st</sup> each year, each Club shall renew their membership by submitting a completed ASAJ Club Membership form providing the latest contact information for its Executive Members;
2. By January 1<sup>st</sup> each year, General members, swimmers, technical officials and coaches shall renew their memberships by submitting a completed ASAJ Membership Registration or using HyTeK software, providing their latest contact information;

Membership renewals may be submitted to the ASAJ Secretariat HyTek Clubs providing the procedure defined in BLP 8.4 is used. NB: personal and contact information may be submitted for New Members on HyTek, however a completed ASAJ Membership Form must be submitted as well.

For new members the procedure is that set out in Procedure 8.1.

The Secretariat should immediately update its database, write receipts for Clubs and/or unattached members, then it must issue:

- receipts for the Club's registration and the Club's members.
- a certified printed update of the ASAJ database to each club of its registered members.

It must be remembered that registration is an ongoing process and the database must always be up to date, so that a current printout may be had without delay.

## BLP8.4 MEMBERSHIP RENEWAL PROCEDURE USING HyTek TEAM MANAGER.

Teams or Individuals using HyTek TM5.0 can submit their list of swimmers for ASAJ registration by creating an athlete roster export file and athlete roster report (PDF) and emailing BOTH to the ASAJ Office. The athlete roster report will be used as the official registration document to validate the correct names have been imported into the ASAJ database. This method can ONLY be used if the team/individual has entered at least the following information in their database.

Swimmer's Data - Surname, First name, Middle name, Preferred name (if applicable), Sex, Date of birth, Citizenship/Country, Other Federation (if any), Club, home phone, cell phone, email) and at least one parent's data as Primary Contact (Mother/Father/Guardian Name, cell phone, work phone, email).

**Athlete Information**

Athlete Information

Last Name: SEYMOUR      First Name: JODI      Middle:   
Preferred Name:       Birthdate: 09/04/1991      Age: 18  
Build ID:       ID #: TORSJZ040991      Athlete Cell: 5880972  
Gender (M,F):  F      Athlete E-Mail: jodi.seymour@rocketmail.com

Primary Contact    Secondary Contact    Medical    Custom    Email Export

**Primary Mailing Information**

Father's Last: Seymour      Father's First: Dwight  
Mother's Last: Porter      Mother's First: Carletta  
Mailing Address: 1 Lyndale Close  
Mailing Address: PO Box 15  
City: Kingston 20      State:   
Postal Code:       Country: JAM  
Swap Mother/Father Names, Tele, E-mail      Fill in 'Mail To' if different from first names and last name  
Mail to: Carletta Porter

Use Primary for Mailing     Use Secondary for Mailing     Use Both

**Primary Contact Information**

Home Phone: 9258145      FAX:   
Father - Dwight  
Office Phone:       Cell:   
E-Mail:   
Mother - Carletta  
Office Phone: 9220290      Cell: 9193344  
E-Mail: carletta@cwjamaica.com

**Member of**

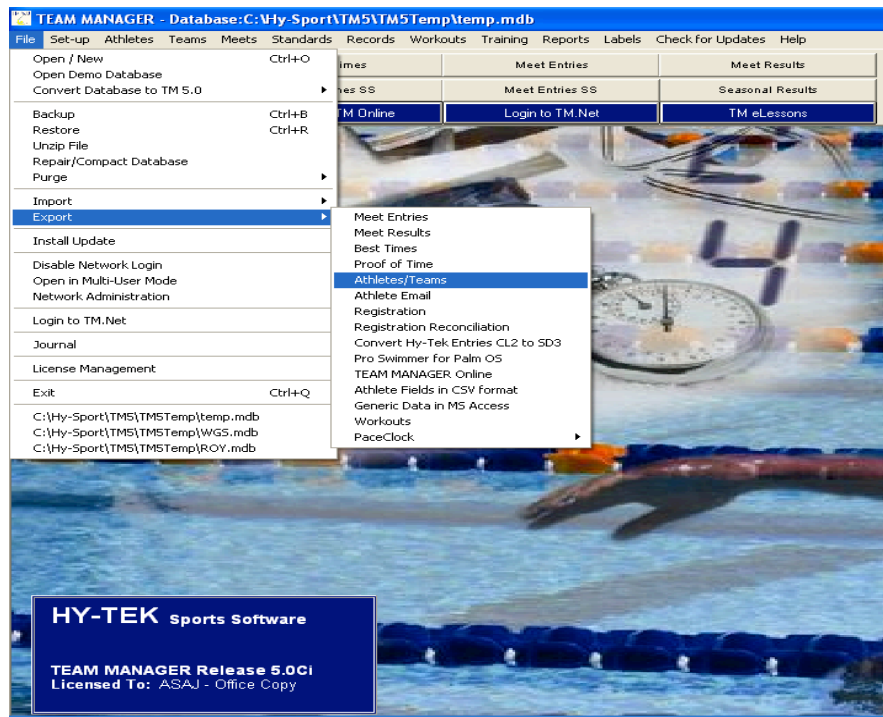
Team 1: TOR  
Team 2:   
Team 3:   
Group: 2K9  
Subgroup:   
WM Group:   
WM Subgroup:   
School Yr: FR

Inactive

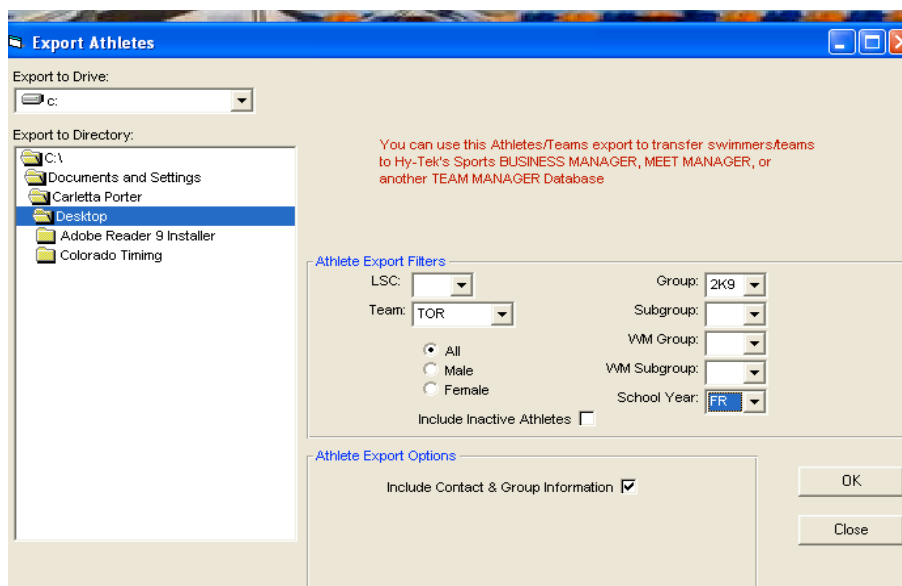
Registration    OK  
Recruiting    Cancel

See the next page for process to create HyTek export file.

## Creating the Athlete Roster Export File



Then select a folder for the file that can be easily accessed. Select relevant team and group filters. Be sure that the box next to **Include Contact and Group Information** is ticked. Click [OK]. Email the file created as an attachment.



To avoid sending the complete list of athletes in each submission, we suggest that new registrations be uniquely identified by creating and using a Filter Group called FR. You must remove this filter from the athlete data as soon as his/her registration has been done.

## **BLP8.5 REGISTRATION OF NEW INDIVIDUAL MEMBERS**

The ASAJ may impose a fine of \$1000.00 per incident against a member coach or a member club submitting a meet entry which indicates a swimmer is registered with the ASAJ, when that swimmer or the listed club is not properly registered.

## **BLP16 NATIONAL TEAM QUALIFICATION**

### **BLP16.1 SWIMMING - General**

The selection process for National Swim Teams is divided into two phases; qualification and team selection. In the qualification process, the names of swimmers who have met the qualification requirement will be gathered. The final team to be selected will be made by a Selection Committee whose decision will be submitted to Amateur Swimming Association of Jamaica (ASAJ) Council for ratification. After ratification by the ASAJ Council, the names of swimmers selected for representation at the CAC Games, Commonwealth Games, Pan American Games and Olympic Games will be submitted to the Jamaica Olympic Association (JOA), who has final authority for those events.

As the ASAJ may not have access to all meet results, it is important that Coaches and Managers of swimmers, who have qualified, ensure that the relevant information providing proof of qualification is submitted prior to the qualification deadline. The ASAJ will not be held accountable for information not in its possession.

In cases where a qualifying time was achieved some time before the selection meeting is held, the Association reserves the right to determine if the swimmer has maintained an acceptable level of performance and training to warrant selection. Should the Selection Committee believe that there is sufficient evidence to indicate that a swimmer is no longer capable of achieving the qualifying time in competition, such evidence shall be documented and submitted to Council for consideration.

The following guidelines will apply;

1. All times must be verified.
2. When using the US Time standard as a qualifying criteria, the appropriate course chart for the year in question will be used e.g. if the criteria is "AA" times, then the 50 M long course or 25 M short course may be used.

#### **BLP16.1.1 CARIFTA**

1. Final Selection ratified by the ASAJ Council.
2. Swimmer must be a Jamaica Citizen or resident in Jamaica.
3. Swimmer must be registered with the ASAJ a minimum of three weeks prior to the start of the final local qualifying meet.
4. Times swum after October 1 of the year prior to the CARIFTA competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognised body.
6. Swimmer must qualify in at least *two* (2) events.
7. Qualifying times:
  - a. All events – Latest TUSS **AA** time standards.

#### **BLP16.1.2 CISC**

1. Final Selection ratified by the ASAJ Council.
2. Swimmer must be a Jamaican Citizen.
3. Swimmer must be registered with the ASAJ a minimum of three weeks prior to the start of the final local qualifying meet.
4. Times swum January 1 or after in the year of competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognized body.

6. Swimmer must qualify in at least *two (2)* events.
7. Qualifying times:
  - a. All events – Latest AAA times standards

#### **BLP16.1.3 CCCAN**

1. Final Selection ratified by the ASAJ Council.
2. Swimmer must be a Jamaica Citizen.
3. Swimmer must be registered with the ASAJ a minimum of three weeks prior to the start of the final local qualifying meet.
4. Times swum January 1 or after in the year of competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event.
7. Qualifying times: See latest ASAJ Qualifying Standards

#### **BLP16.1.4 CENTRAL AMERICAN AND CARIBBEAN GAMES**

1. Final Selection ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ
4. Times swum up to six months prior to the start of the competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event.
7. Qualifying times: See latest ASAJ Qualifying Standards

#### **BLP16.1.5 COMMONWEALTH GAMES**

1. Final Selection ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ 12 months prior to the competition
4. Times swum up to twelve months prior to the start of the competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event.
7. Qualifying times: See latest ASAJ Qualifying Standards

#### **BLP16.1.6 PAN AMERICAN GAMES**

1. Final Selection ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ 12 months prior to the competition
4. Times swum up to twelve months prior to the start of the competition will be considered.
5. Times must have been swum in a meet sanctioned by the ASAJ or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event. Swimmer will only be allowed to swim in events where he/she has made the qualifying time.
7. Qualifying times: To be determined at a later date

#### **BLP16.1.7 OLYMPIC GAMES**

1. Final Selection ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ months prior to the competition
4. Times swum within the time period stated by FINA will be considered.
5. Times must have been swum at a meet approved as a qualification meet by FINA (see [www.fina.org](http://www.fina.org))
6. Swimmer must qualify in at least one (1) event. Swimmer will only be allowed to swim in events where he/she has made the qualifying time.
7. Qualifying times: As published by FINA (see [www.fina.org](http://www.fina.org))

**BLP16.2 SYNCHRONIZED SWIMMING – General**

**BLP16.2.1** To be determined

**BLP16.3 WATER POLO – General**

**BLP16.2.1** To be determined

**BLP16.4 DIVING – General**

**BLP16.2.1** To be determined

**BLP16.2 OPEN WATER SWIMMING – General**

**BLP16.2.1** To be determined