



**ARTISTIC SWIMMING**  
**HILTON INVITATIONAL**

# COMPETITION INFO PACKAGE

*Version 1 (03/05/24)*



Hilton

**ONTARIO**   
**ARTISTIC**  
**SWIMMING**



**01**  
**GENERAL**  
**INFORMATION**

<b>Event Dates</b>	Thursday, April 4, 2024 - Sunday, April 7, 2024
<b>Entry Deadline</b>	Sunday, March 17, 2024
<b>Venue</b>	Markham Pan Am Centre 16 Main St Unionville Unionville, ON L3R 2E4
<b>Host</b>	Ontario Artistic Swimming
<b>OAS Contact</b>	<a href="#">Lauren Lindner</a>
<b>10U Events</b>	Team, Duet/Trio, Mixed Duet
<b>11-12 Events</b>	Team, Duet/Trio, Mixed Duet, Solo, Male Solo
<b>Youth Events</b>	Team, Duet/Trio, Mixed Duet, Solo, Male Solo
<b>Junior / Senior Events</b>	Team Technical, Team Free, Duet Technical, Duet Free, Mixed Duet Technical, Mixed Duet Free, Solo Technical, Solo Free
<b>Open Events</b>	Acrobatic Routine, Free Combination
<b>Adapted Events</b>	Team, Duet/Trio, Solo (Levels 1-5), Solo Technical (Level 6), Solo Free (Level 6)
<b>Mixed Ability Events</b>	Team, Duet/Trio
<b>Masters Events (All Age Categories)</b>	Team Technical, Team Free, Duet Technical, Duet Free, Mixed Duet Technical, Mixed Duet Free, Solo Technical, Solo Free
<b>Rules</b>	This competition will be held under Ontario Artistic Swimming Rules.
<b>Byes</b>	Byes will only be granted to individual swimmers on a medical or compassionate basis. To request a bye, <a href="#">click here</a> .
<b>Scratches</b>	Scratches may be submitted digitally until the start of the competition. To submit a scratch, <a href="#">click here</a> .  Once the competition has begun, scratches must be made on deck at the scoring table.



<b>Streaming Information</b>	As listed in Technical Memo #1, Youth, Junior and Senior events will not be streamed at this event. However, National routines will be entered as exhibition entries.
<b>Gelling</b>	This will be a gelled meet. Designated areas at the pool will be assigned to accommodate gelling. Athletes are <b>not</b> to remove any gel at the pool.
<b>Coaching Card Submission</b>	<p>All coach cards must be uploaded to Dropbox using your club's Dropbox folder before <b>Sunday, March 31, 2024</b> at <b>11:00 PM EST</b>.</p> <p>All these coach cards will be imported into the scoring system and considered final, except in the 3 cases below:</p> <p><b>Medical Issue</b> Clubs / provinces / federations who need to change a coach card because of a medical issue that prevents them from performing a routine as per submitted coach card will be allowed to change their coach card up to 2 hours before the start of a session (event blocks will be considered one session). These changes will need to be approved by the event Chief Referee.</p> <p><b>Changes between Prelims and Final</b> In the event of prelims and finals, clubs will be allowed to change their coach cards between prelims and finals but will need to respect deadlines detailed to coaches following registration. For Lisa Alexander 2024, this will not apply as routine events will be finals-only.</p> <p><b>Last Resort Desperation Move</b> Clubs who want to change coach cards for reasons other than the 2 above will be allowed to do so no later than 20:00 the night before an event, but will need to pay a \$100 fine to do so.</p> <p>New coach cards will always need to be submitted by email to <a href="#">Laura Steacy</a> and <a href="#">Lauren Lindner</a> in any of these instances. Confirmation of submission will be provided by email reply.</p>



**02**  
**REGISTRATION,  
FEES &  
PAYMENTS**

<b>Entry Deadline</b>	Sunday, March 17, 2024
<b>Entry Submission Information</b>	<p>Each club must submit their Excel registration booklet which includes a routine and figure entry list, invoice cost calculation and ISS-compatible athlete registration spreadsheet.</p> <p>Registrars will receive full instructions for completing their registration booklet by email.</p>
<b>Entry Fees</b>	<p>Solo ..... \$65.00 per routine</p> <p>Duet ..... \$85.00 per routine</p> <p>Team ..... \$130.00 per routine</p> <p>Combo / Acrobatic Routine ..... \$150.00 per routine</p>
<b>Athlete Fee</b>	The athlete fee is \$25.00 per athlete. This amount will be added to each club's invoice.
<b>Out-of-Province Entries</b>	An additional fee of \$75.00 per athlete will be added to each out of province club's invoice.
<b>Payment Options</b>	<p>Entry payments must be received by Ontario Artistic Swimming no later than 10 days following the registration deadline.</p> <p>Payments can be received through two methods:</p> <ol style="list-style-type: none"> <li><b>1. Electronic Fund Transfers can be sent to</b> oaspayments@ontarioartisticswimming.ca</li> <li><b>2. Authorized Club Credit Cards or Personal Credit Cards</b> To coordinate, please call Sue Marnica-Wall at 416-679-9522 (ext. 221)</li> </ol>



<b>Late Entries</b>	<p>Club entry packages which are not received or incomplete upon the stated deadline is automatically subject to a late fine of \$25.00 per routine. This fine must be paid to the OAS office (for Ontario competitions) or to the Chief Referee/designate at the coaches meeting prior to the competition. Routines whose fines are not paid will be disqualified from the event.</p> <p>For Ontario sanctioned competitions, late entries or corrections to incomplete entries will be accepted beyond two weeks prior to the event start date, but will be subject to the following fines:</p> <p><b>2 weeks (14 days) prior to first event of the competition:</b> \$50.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p> <p><b>Within 24 hours of the first event of the competition:</b> \$100.00 per correction (to a maximum of \$500.00 per Club) Fines apply per figure event and/or per routine per event.</p>
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**03**  
**MUSIC**  
**SUBMISSION**

<b>Music Submission Deadline</b>	Routine music files must be received one week prior to the start of the competition, by <b>Thursday, March 28, 2024.</b>
<b>File Format</b>	<p>Digital music will be used at this competition. There must be one digital file for each registered routine in an mp3 format, with a minimum required resolution of 192kbps.</p> <p>Coaches are asked to review each digital file for quality, timing and completeness. Please ensure that volume is consistent throughout all cuts of music.</p>
<b>Dropbox Access</b>	<p>To avoid issues of Dropbox storage space, OAS will request music files from each coach be submitted into an OAS-owned Dropbox folder.</p> <p>Dropbox folders have been previously distributed to house music for the 2023-2024 season as a whole. Music files should be replaced only if changes are made to the music file for a routine between competitions.</p>



<p><b>Labelling Conventions</b></p>	<p>Music files must be labelled with the following information, separated by underscores with NO blank spaces (underscores are acceptable).</p> <ol style="list-style-type: none"><li><b>1. Category</b></li><li><b>2. Event Name</b></li><li><b>3. Club Call Letters</b></li><li><b>4. Athlete Last Name</b></li></ol> <p>For duets, use both last names. For teams, please use the first swimmer's last name, by alphabetical order</p> <p><b>For example:</b> Junior_SoloTech_WRASC_Smith.mp3 10U_Duet_LRASC_Jones-Chen.mp3 Youth_Team_IGNT_Bryant.mp3</p>
<p><b>Metadata &amp; ID3 Tags</b></p>	<p>Metadata (also known as ID3 tags for MP3 files) is information (such as title, artist, album, genre etc.) that is stored inside the song file.</p> <p>This is often different from the name of the file itself. In order to avoid confusion at the competition music table, we ask coaches to ensure that the title of the song file, and the ID3 tag title of the song file are the same.</p> <p>For instructions on changing ID3 tags, <a href="#">click here</a> for Windows and <a href="#">click here</a> for iTunes.</p>



**04**  
**AWARDS**

<b>Streamed Awards</b>	As noted above, event results will not be separated by stream, but national routines will be awarded as exhibition.
<b>Age Group Categories: Team</b>	<p>Team event categories will be separated by ages as listed below:</p> <ul style="list-style-type: none"> <li>• 10U Team will be separated as 9 &amp; 10 Year</li> <li>• 11-12 Team will be separated as 11 &amp; 12 Year</li> <li>• Youth Team will be separated as 13, 14 &amp; 15 Year</li> </ul> <p>Junior and Senior events will not be separated by age.</p>
<b>Hilton Invitational Routine Events</b>	Hilton Invitational Medals (rank 1-3) and OAS ribbons (rank 4-6) will be awarded to the top six routine scores in all 10U, 11-12, Youth, Junior, Senior, Open, Adapted and Mixed Ability Routine events.
<b>Masters Championship Routine Events</b>	OAS medals (rank 1-3) and OAS ribbons (rank 4-6) will be awarded to the top six routine scores in all Masters routine events.

**05**  
**VOLUNTEER**  
**REQUIREMENTS**

<b>Volunteer Requirement Information</b>	<p>As an OAS-hosted event, this event will require the volunteer support of each attending club, including Masters clubs. Volunteers will be needed in a number of capacities both off and on deck during the event.</p> <p>Where possible volunteers from each club will be scheduled during times with entries in the event going on, however this is not guaranteed.</p>
<b>Volunteer Quotas</b>	<p>Volunteers for each club will be assigned based on the following quotas:</p> <p>One (1) volunteer for every one (1) team, combo or acrobatic routine entered</p> <p>One (1) volunteer for every two (2) solos or duets entered</p>



# 07 COMMUNICATION & MEDIA

<b>Email Policy</b>	Entry and registration correspondence as required will be done through email using registrar contact information.
<b>Communications</b>	Meet packages and relevant information will be distributed by email through the OAS Communications account.  Competition information, schedules and results will also be made available on the <a href="#">OAS website</a> and on the Sportity app.
<b>Sportity</b>	The Sportity App is used to store meet information packages, schedules, publish results and other pertinent information throughout the competition.  The password for this event is: <b>HiltonInvitational2024</b>  The Sportity app can be downloaded from the <a href="#">App Store</a> or from <a href="#">Google Play</a> .
<b>Event Photography</b>	Gerson Photography will be working with OAS for the 2023-2024 season as our OAS official photographers. Photos will be available for viewing and purchase on the Gerson Photography <a href="#">website</a> following the event.  During events, flash photography is prohibited.
<b>Streaming</b>	Competition events will be streamed live on the <a href="#">OAS Facebook page</a> .  Please note that, occasionally, streams may be blocked by copyright detectors. Streaming will return as soon as possible in these instances.

# 08 ACCESSIBILITY

<b>Accommodation Requests</b>	Accommodation requests may be submitted for Athletes, Coaches, Officials or Volunteers in need of additional support at any OAS sanctioned competition. To submit a request, <a href="#">click here.0</a>
<b>Accessibility Coordinator</b>	The accessibility coordinator for this meet will be <a href="#">Laura Steacy</a> .





# SAFESPORT

## POLICIES & PROCEDURES

### **Everyone in Artistic Swimming Has the Right to Enjoy Our Sport.**

Ontario Artistic Swimming (OAS) believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials, and volunteers have the right to participate in a safe, welcoming, and inclusive training and competition environment that is free of discrimination and all forms of maltreatment including abuse, bullying, harassment, and neglect.

Only OAS registered athletes, certified coaches, officials, OAS employees or individuals under contract with OAS, and authorized volunteers or facility personnel are allowed on deck at competitions.

All participants in OAS sanctioned competitions are reminded that they are bound by Canada Artistic Swimming (CAS) and OAS policies, including but not limited to the CAS Safe and Welcoming Sport Policy Suite that includes the CAS Conduct Policy, Discipline and Complaint Policy and Procedure, and Discrimination, Harassment and Maltreatment Policy. For more information on CAS and OAS Policies or Safe Sport please visit the OAS website.

If you have been a victim of or witness to discrimination or maltreatment, please connect with the support services set out below.

### **SupportZone**

SupportZone has been created to act as a safe and welcoming space where individuals including athletes, parents, coaches, officials, and volunteers can share and ask questions about issues including discrimination and all forms of maltreatment. Callers will be welcomed by a certified leadership coach who will work together with you to determine what additional support you might need including providing information on possible next steps and additional support services and resources.

### **OAS Safe Sport Officer**

OAS has enlisted the services of Brian Ward of W&W Dispute Resolution Services to act as an independent third-party Safe Sport Officer. Complaints related to safe sport should be directed to Brian Ward who will guide you through the complaints process. His team includes female investigators and provides support services in both official languages. To send an email, [click here](#).

### **Concussion Management**

The CAS Concussion Policy and Appendix 2 to the CAS Concussion Policy that sets out additional responsibilities and companion Protocols are in effect at all OAS sanctioned events and activities. The Protocols outline the removal-from-sport and return-to-sport procedures. Clubs and coaches must ensure athletes and their parents, as appropriate, are aware of these procedures.



A copy of the CRT5 must be kept on deck and available to coaches and officials at all OAS sanctioned competitions. The removal-from-sport and return-to-sport Protocols will be implemented for all instances of concussion injury.

Any incident resulting in a significant impact to the head, face, neck, or body of any registered participant at any OAS sanctioned event or activity where concussion symptoms are present must be reported to OAS within 72 hours of the incident or injury taking place using the [OAS Injury Report Form](#).

### **The Rule of Two**

The goal of the Rule of Two is to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants, especially minors, and coaches in potentially vulnerable situations by ensuring more than one adult is present. This means avoiding situations where a coach, official or other non-related adult might be alone with a minor athlete. All interactions between an athlete and an individual who is in a position of trust must be in an environment or space that is both 'open' and 'observable' to others.

### **Event Photography & Videography**

In order to minimize risk, all photographs and video taken at OAS sanctioned competitions, whether taken by a professional photographer or videographer, spectator, team support staff or any other participant, must observe generally accepted standards of decency. Under no circumstances are cameras or other recording devices allowed in locker rooms, bathrooms, or any other dressing area.

Only individuals that have received OAS authorization to record the competition, in any manner or in any medium, shall be granted access to the designated deck area and permission to do so. All individuals granted access to the deck are bound by CAS and OAS policies, including but not limited to the CAS Conduct Policy and CAS Screening Policy.