

GASA PROCEDURES

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GP1. PROCEDURE FOR PARTICIPATION IN OVERSEAS COMPETITIONS

1. The Club, Individual or Group shall submit correspondence to the GASA 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 GASA.
3. Traveling officials must be in good standing with the GASA.
4. The letter should arrive at the office of the GASA 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 GASA
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 GASA:
8. A full copy of the competition results or the URL of the web page where they may be found.
9. A brief written report on the team's participation in the competition.

GP2. PROCEDURES FOR THE SANCTIONING OF LOCAL COMPETITIONS

1. All local competitions sponsored by GASA, Clubs, Organizations, School or Individuals must be sanctioned by the GASA if they are to qualify as properly accredited FINA competitions.
2. The Rules for the Competition must be based on FINA and GASA Rules.
3. Organizers or Sponsors must apply in writing to the Secretary of the GASA, for sanction of the proposed competition.
4. The application must arrive in time to be considered and approved by The GASA executive and allow a minimum of six weeks for the summons to be received by invited participants. Given the normal time lines the applicants should allow approximately ten (10) weeks.
5. The letter of application must be accompanied by a copy of the Competition Summons which must include:
 - 5.1. Name, date and venue of the competition
 - 5.2. Rules under which the competition is to be held (for swimming competitions, the type of start must be stated – SW 4.1)
 - 5.3. Latest date of registration with the GASA to be eligible to compete which will normally be at least three (3) weeks before the scheduled date for the start of the competition
 - 5.4. Order of events
 - 5.5. Entry deadline

5.6. Full information on contact names and addresses

5.7. Information as to whether overseas participation is invited

6. The Secretariat must check that Sponsors and/or organisers are acceptable and/or in good standing with the Association.
7. The application and supporting documents including the findings and recommendations of the Secretariat should be circulated to members of the GASA executive at least seven (7) days before the meeting at which it is to be considered. Failure to satisfy this requirement may result in The GASA executive delaying consideration of the application until the next The GASA executive Meeting.
8. The decision of the GASA executive will be communicated to the organizers in writing within five (5) working days of the meeting.

GP3. HANDLING COMPETITION ENTRIES GASA MANAGED COMPETITIONS

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.
2. Entries will normally be made on the entry form attached to the summons or using Hy-Tek software.
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.
4. Where an entry time is deemed to be erroneous e.g. too fast, NT (no time will be entered by the meet organizers).
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.
6. The Meet Director or his designee will normally chair the Technical Meeting.
7. A certified printed copy of the register of swimmers accredited up to the closure of registration i.e. three weeks before the first day of the competition, must be given to the Competition Manager by the close of business of the last day.
8. 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.

GP4. PROCEDURE FOR REGISTRATION OF A CLUB SEEKING ADMITTANCE TO THE GASA

1. The GASA 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 GASA be governed by a Constitution that must include at least the following:
 - 1.1. The Club's objectives and goals.
 - 1.2. An organizational outline.
 - 1.3. A list of responsible persons.
 - 1.4. An acknowledgment that FINA is the sole world governing body for swimming matters.
 - 1.5. An acknowledgement that the GASA is the sole governing body for swimming matters in Grenada.

2. The GASA 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 and will seek to uphold the Federations goals and values.
3. To register a new club, the applicant will provide the GASA with the following documentation, information and fees:
 - 3.1. Covering letter from CEO/President (or equivalent) of the Club to the Association applying for registration with the GASA. The letter will include;
 - 3.2. Name of the Club.
 - 3.3. Address of the Club and contact numbers.
 - 3.4. Names of the Elected Officers:
 - 3.4.1. President
 - 3.4.2. Vice-President/s (if applicable)
 - 3.4.3. Treasurer
 - 3.4.4. Secretary
 - 3.4.5. Head Coach and coaching staff
 - 3.5. Constitution of the Club, including aims, objectives, organizational structure, basic rules and regulations.
 - 3.6. Documentation of Coaching qualifications.
 - 3.7. Names and proof of age of at least 10-member swimmers.
 - 3.8. GASA Club registration fee and Individual swimmer's registration fees.
4. On presentation of all the above documentation and payments, the information will be given to The GASA executive Members at least seven (7) days before the monthly meeting at which the request will be presented.
5. The new applicant will receive written notice of the GASA executive's decision within five (5) working days of the meeting.

GP5. REGISTRATION OF INDIVIDUAL MEMBERS

6. A GASA member may be registered as a general member, athlete (swimmer), coach or technical official, as follows:
 - 6.1. 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 GASA Secretariat with the following:
 - 6.2. Completed GASA 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)
 - 6.3. 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.
7. 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 GASA Secretariat with the following:
 - 7.1. Completed GASA 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).
 - 7.2. Copy of the swimmer's birth certificate.
 - 7.3. Registration fee (see schedule).

7.4. 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 a the GASA executive Meeting. The GASA executive will ensure that applications for reduced fees under the outreach programme:

7.4.1. Are approved for a specific time period;

7.4.2. Validated as being critical to the development of one or more athlete;

8. Single-Meet Open Water/Masters Meet Membership – membership may be offered for the specific date(s) of an open water competition(s). The athlete must compete unattached.
9. Single-meet membership is not valid for competition at the Championship or National meet level.
10. 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”.
11. 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 GASA Office or GASA Secretary no later than seven (7) days after the last day of competition.
12. Technical Official - All Technical Officials are encouraged to register with the GASA, 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 Grenadian Citizen and a registered Member of the GASA. Technical Officials may be registered by a Club or as Unattached. The Applicant must provide the GASA Secretariat with the following:
 - 12.1. Completed GASA 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).
 - 12.2. Copy of the officials’ birth certificate or proof of citizenship.
 - 12.3. Registration fee (see schedule).
13. Coach - A person who coaches any of the aquatics disciplines are encouraged to register with the GASA. A Coach must be a Member of the GASA 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 GASA Secretariat with the following:
 - 13.1. Completed GASA 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).
 - 13.2. Copy of passport or other evidence of Grenadian citizenship. If the coach is not a Grenadian citizen, evidence of authorization to work in Grenada must accompany application.
 - 13.3. Registration fee (see schedule).
14. The Secretariat enters particulars of newly registered members into the database.

GP6 TRANSFER OF SWIMMER FROM ONE CLUB TO ANOTHER

1. 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
2. Other than the first of January the parent or swimmer (if 18 years of age or older) must do the following:
 - 2.1. write a letter of resignation to the club.
 - 2.2. send a copy of the above letter to the GASA Secretariat
3. The new club must submit the following to the GASA Secretariat:
 - 3.1. a completed GASA Member Registration form showing that the swimmer is a transfer from another club, naming the former club and requesting membership in the new club.

4. No registration fee is required, as this fee has already been paid to the Association by the former club.
5. The GASA 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 eighty (180) 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.
6. The former club should provide a letter of release to the GASA and the parent. Confirmation of the registration is sent to the new and former club by the Secretariat.
7. Confirmation of the registration will be sent to the new and former club by the Secretariat.

GP7 REGISTRATION OF MEMBER CLUBS AND INDIVIDUAL MEMBERS AT THE BEGINNING OF THE NEW CALENDAR YEAR.

1. By January 1st each year, each Club shall renew their membership by submitting a completed GASA Club Membership form providing the latest contact information for its Executive Members;
2. The Club shall submit to the Secretariat of the GASA a request for the Club to be registered and a list of all current swimmers to be re-registered for the year along with the Club's registration fee and fees for all the listed swimmers by January 1.
3. By January 1st each year, General members, swimmers, technical officials and coaches shall renew their memberships by submitting a completed GASA Membership Registration or using HyTeK software, providing their latest contact information;
4. For new members the procedure is that set out in Procedure 5.
5. The Secretariat should immediately update its database, write receipts for Clubs and/or unattached members, then it must issue:
 - 5.1. receipts for the Club's registration and the Club's members.
 - 5.2. a certified printed update of the GASA database to each club of its registered members.
6. 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.

GP8. REGISTRATION OF NEW INDIVIDUAL MEMBERS

1. The GASA may impose a fine of up to EC \$1,000.00 per incident against a member coach or a member club submitting a meet entry which indicates a swimmer is registered with the GASA, when that swimmer or the listed club is not properly registered.

GP9 NATIONAL TEAM QUALIFICATION

SWIMMING - General

1. 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 Technical Committee whose decision will be submitted to The GASA executive for ratification. After ratification by the GASA executive, the names of swimmers selected for representation

at the CAC Games, Commonwealth Games, Pan American Games, Olympic Games, etc., will be submitted to the Grenada Olympic Association.

2. As the GASA 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 GASA will not be held accountable for information not in its possession.
3. 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 The GASA executive for consideration.
4. The following guidelines will apply;
 - 4.1. All times must be verified.
 - 4.2. When using the US Motivational Time standard as a qualifying criterion, the appropriate course chart for the year in question will be used.

CARIFTA / CCCAN / OECS

1. Final Selection ratified by the GASA executive.
2. Swimmer must be a Grenada Citizen or resident in Grenada for 12 months prior to the entry deadline of the meet.
3. Swimmer must be registered with the GASA a minimum of three weeks prior to the start of the final local qualifying meet.
4. Times swum up to 1 year prior to the competition will be considered. Meets that are not fully contained within the qualification period but fall on a boundary date will be included.
5. Times must have been swum in a long course meet sanctioned by the GASA or other FINA recognised body.
6. Details on times and other criteria is included in the document: GRENADA Amateur Swimming Association Swimming Qualification Criteria 2017-2020 GUIDELINES: OECS / CARIFTA / CCCAN
7. Tables with the time standards will be published by **September 1** each year.

YOUTH COMMONWEALTH / COMMONWEALTH GAMES

1. Final Selection by the GASA Technical Committee, ratified by the GASA executive and the Grenada Olympic Association.
2. Swimmer must be a Grenadian citizen.
3. Swimmer must be registered with the GASA 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 long course meet sanctioned by the GASA or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event or eligible swimmers will be ranked by FINA points and the top swimmers will be selected
7. Qualifying times: as published by the organizing committee.
8. In the event that more swimmers qualify than spaces on the team, they will be ranked by the combined FINA points of their qualifying events, and the top swimmers will be selected.

PAN AMERICAN GAMES

1. Final Selection by the GASA Technical Committee, ratified by the GASA executive and the Grenada Olympic Association.
2. Swimmer must be a Grenadian citizen.
3. Swimmer must be registered with the GASA 12 months prior to the competition
4. Times swum within the time period stated by the meet summons will be considered.
5. Times must have been swum in a long course meet sanctioned by the GASA or other FINA recognised body.
6. Swimmer must qualify in at least one (1) event or eligible swimmers will be ranked by FINA points and the top swimmers will be selected
7. Qualifying times: as published by the organizing committee.
8. In the event that more swimmers qualify than spaces on the team, they will be ranked by the combined FINA points of their qualifying events, and the top swimmers will be selected.

(YOUTH) FINA WORLD CHAMPS / (YOUTH) OLYMPIC GAMES

1. Final Selection by the GASA Technical Committee, ratified by the GASA executive and the Grenada Olympic Association.
2. Swimmer must be a Grenadian citizen.
3. Swimmer must be registered with the GASA 2 years 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 long course meet approved as a qualification meet by FINA (see www.fina.org)
6. Swimmer must qualify in at least one (1) event or eligible swimmers will be ranked by FINA points and the top swimmers will be selected
7. Qualifying times: as published by FINA
8. In the event that more swimmers qualify than spaces on the team, they will be ranked by the combined FINA points of their qualifying events, and the top swimmers will be selected.

Schedule of Fees:

- GASA Annual Individual Membership Fees:
 - Athlete (Swimmer) EC\$20.00
 - Coach EC\$25.00
 - Technical Official EC\$25.00
 - General Member EC\$20.00

- Annual GASA Club Membership Fee – EC\$100.00