

ASAJ BY LAW PROCEDURES

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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 competition in order of Council approval.

The example above would therefore mean – a Club competition to be held in 1999 and it was the 9th competition summons 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 coach's 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 1st 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 1st 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.

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.

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): M 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:

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:

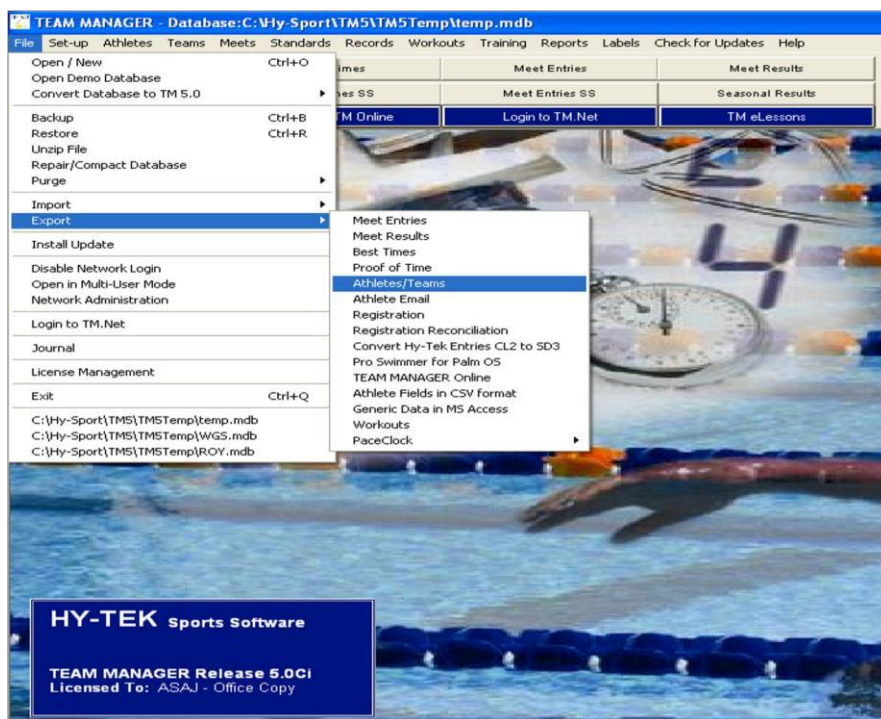
WM Subgroup:

School Yr: FR

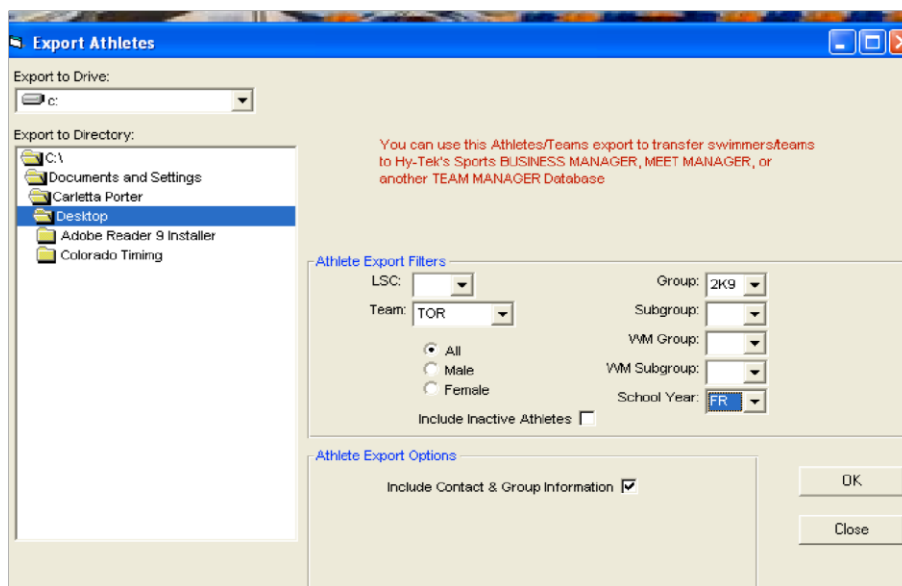
Inactive

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

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 phase, the names of swimmers who have met the qualification requirement along with other relevant data (eg times) will be gathered. The final team selection will be undertaken by the 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, Olympic Games, etc., will be submitted to the Jamaica Olympic Association (JOA), who has final authority in Jamaica, over 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 documentation providing proof of qualification is submitted prior to the selection deadline. The ASAJ will make every effort to collect performance data on swimmers but the final burden rests with the swimmer.

The ASAJ is committed to selecting and preparing the best team available for each competition. Swimmers are urged to remain fit, sharp and prepared to represent Team Jamaica. In cases where a qualifying time was achieved more than four (4) months before the selection meeting is held, the Selection Committee may request written confirmation from the coach that the swimmer has maintained an acceptable level of performance and training to justify consideration to represent the country in the competition in question. 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 qualifying criteria, the appropriate course chart for the year in question will be used.

BLP16.1.1 CARIFTA

1. Final Selection must be ratified by the ASAJ Council.
2. Swimmer must be a Jamaica Citizen or resident in Jamaica no less than 12 months prior to the entry deadline of the meet.
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 on or after July 1 of the 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 ASAJ or other FINA recognized body.
6. Swimmer must qualify in at least two (2) events.
7. Swimmer must be ranked in 1st or 2nd place in the event in which the standard is achieved.
8. Qualifying times:
 - a. Latest TUSS AA time standards.
 - b. The 8th place median of the last three years in events where there are no TUSS standards.
 - c. Tables with the time standards will be published by September 1 each year.
9. In the event that only three individuals have qualified in an age group, a fourth swimmer will be selected to be a part of a relay team whose combined times as determined by Hy-Tek, would match or better the 3rd place median for the event for the last three years.

BLP16.1.2 CCCAN

1. Final Selection must be ratified by the ASAJ Council.
2. Swimmer must be a Jamaican Citizen or resident in Jamaica no less than 12 months prior to the entry deadline of the meet.
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 for 11-14 swimmers.
5. Times swum up to twelve months prior to the start of the competition will be considered for 15 & over swimmers. Meets that are not fully contained within the qualification period but fall on a boundary date will be included.
6. Times must have been swum in a long course meet sanctioned by the ASAJ or other FINA recognized body.
7. Swimmer must qualify in at least two (2) events.
8. Swimmer must be ranked in 1st or 2nd place in the event in which the standard is achieved.
9. Qualifying times:
 - a. Latest TUSS AAA times standards
 - b. The 8th place median of the last three years in events where there are no TUSS standards.
 - c. Tables with the time standards will be published by September 1 each year.
10. In the event that only three individuals have qualified in a category, a fourth swimmer will be selected to be a part of a relay team whose combined times as determined by Hy-Tek, would match or better the 3rd place median for the event for the last three years.

BLP16.1.3 UANA CUP

1. Final Selection must be ratified by the ASAJ Council.
2. Swimmer must be a Jamaica Citizen or resident in Jamaica no less than 12 months prior to the entry deadline of the meet.
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 between June 1 and December 31 of the 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 ASAJ or other FINA recognized body.
5. Swimmer must qualify in at least one (1) event.
6. Swimmer must be ranked in 1st or 2nd place in the event in which the standard is achieved.
7. Qualifying times:
 - a. Latest TUSS AAAA times standards
 - b. The 8th place median of the last three years in events where there are no TUSS standards. *In 2019 it will be simply the 8th place for 2018 and in 2020 it will be the mean of the 8th place times for 2018 and 2019*
 - c. Tables with the time standards will be published by September 1 each year.

BLP16.1.4 CENTRAL AMERICAN AND CARIBBEAN GAMES

1. Final Selection must be ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ no less than 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 ASAJ or other FINA recognized body.
6. Swimmer must qualify in at least one (1) event.
7. Qualifying times:
 - a. As published by the organizing committee OR

- b. Eligible swimmers will be ranked by FINA points and the top swimmers will be selected, in the absence of published times.
- 8. If more swimmers achieve the qualifying standard than spaces on the team:
 - a. Swimmers achieving the A standard will be selected; thereafter
 - b. All swims achieving the B qualifying standard will be assigned FINA points and ranked in numerical order
 - c. The swimmer with the highest FINA points will be selected and move down the order until the available spaces in the team are filled

BLP16.1.5 YOUTH COMMONWEALTH / COMMONWEALTH GAMES

1. Final Selection must be ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ no less than 12 months prior to the competition
4. Times swum up to twelve months prior to the start of the competition will be considered.
8. Times must have been swum in a long course meet sanctioned by the ASAJ or other FINA recognized body.
5. Swimmer must qualify in at least one (1) event.
6. Qualifying times:
 - a. As published by the organizing committee OR
 - b. Eligible swimmers will be ranked by FINA points and the top swimmers will be selected, in the absence of published time.
7. If more swimmers achieve the qualifying standard than spaces on the team:
 - a. Swimmers achieving the A standard will be selected; thereafter
 - b. All swims achieving the B qualifying standard will be assigned FINA points and ranked in numerical order
 - c. The swimmer with the highest FINA points will be selected and move down the order until the available spaces in the team are filled

BLP16.1.6 PAN AMERICAN GAMES

1. Final Selection must be ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ no less than 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 ASAJ or other FINA recognized 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:
 - a. As published by the organizing committee OR
 - b. Eligible swimmers will be ranked by FINA points and the top swimmers will be selected, in the absence of published times.
8. If more swimmers achieve the qualifying standard than spaces on the team:
 - a. Swimmers achieving the A standard will be selected; thereafter
 - b. All swims achieving the B qualifying standard will be assigned FINA points and ranked in numerical order
 - c. The swimmer with the highest FINA points will be selected and move down the order until the available spaces in the team are filled

BLP16.1.7 (YOUTH) FINA WORLD CHAMPS / (YOUTH) OLYMPIC GAMES

1. Final selection must be ratified by the Jamaica Olympic Association.
2. Swimmer must be a Jamaican citizen.
3. Swimmer must be registered with the ASAJ no less than 12 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 long course meet approved as a qualification meet by FINA (see 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:
 - a. As published by the organizing committee OR
 - b. Eligible swimmers will be ranked by FINA points and the top swimmers will be selected, in the absence of published times.
8. If more swimmers achieve the qualifying standard than spaces on the team:
 - a. Swimmers achieving the A standard will be selected; thereafter
 - b. All swims achieving the B qualifying standard will be assigned FINA points and ranked in numerical order
 - c. The swimmer with the highest FINA points will be selected and move down the order until the available spaces in the team are filled

BLP 16.1.8 GOODWILL

1. Final Selection must be ratified by the ASAJ Council no later than June of the GOODWILL year.
2. Swimmer must be a Jamaica Citizen or resident in Jamaica no less than 12 months prior to the entry deadline of the meet.
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 from December 1st of the year prior to the competition up to May 31st of the competition year 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 SCM or LCM meet sanctioned by the ASAJ or other FINA recognized body. SCM qualifying times will get preference over LCM times.
6. The swimmer must qualify in at least two (2) events.
7. The swimmer must be ranked 1st or 2nd place in the event in which the qualifying time is achieved.
8. Qualifying times:
 - a. The 8th place median time set in an individual event at the last three Goodwill meets.
 - b. Tables with the qualifying times will be published by October 1st each year.
9. In the event that only two or three individuals have qualified in a relevant category, a third and/or fourth swimmer will be selected to be a part of a relay team whose combined times as determined by Hy-Tek, would match or better the 3rd place median time for the event for the last three years. The swimmer(s) selected using the relay clause must have at least one (1) qualifying time in an individual event.
10. Should there be more than the maximum 4 swimmers qualifying in a particular age group, then the swimmers will be ranked first by number of qualifying events and secondly by highest FINA points for the events in which they have qualified.

BLP16.1.9 WORLD UNIVERSITY GAMES

1. Final selection must be ratified by the ASAJ Council
2. Swimmer must be a Jamaican citizen with a valid Jamaican passport
3. Swimmer must be registered with the ASAJ no less than 12 months prior to the competition
4. Times swum during the period contained in the Meet Summons as stated by FISU will be considered.
5. Times must have been swum at a long course meet
6. Qualifying times:
 - a. As published by the organizing committee OR

b. Where no swimmer has met qualifying times, swimmers will be ranked by FINA points and the top swimmers will be selected. A maximum of four (4) male and four (4) female swimmers without automatic qualifying times can be selected.

BLP 16.1.10 2019 FINA WORLD JUNIORS SWIMMING CHAMPIONSHIPS

1. Swimmer must be a citizen of Jamaica no less than 12 months prior to the entry deadline of the 2019 World Juniors Swimming Championships and holder of a valid Jamaican passport
2. Swimmer must be registered with the ASAJ no less than three weeks before a qualifying meet.
3. Swimmer must be between 14 and 17 (girls) and 15 and 18 (boys) years old on December 31st of the competition year.
4. Times swum between March 1st, 2018 and June 30th, 2019 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 at an LCM meet sanctioned by the ASAJ or other FINA-recognised bodies.
6. Swimmer must have achieved at least 600 FINA points in Olympic swimming events 100M and over.
7. The maximum number of athletes will be limited to four (4) girls and four (4) boys. Should the number of qualifying candidates exceed that maximum, then the athletes will be ranked by highest FINA points for each swimmer's single best qualifying time, and the top female and top male performers selected.

BLP 16.1.11 OLYMPIC SUMMER GAMES

1. Swimmer must be a citizen of Jamaica no less than 12 months prior to the entry deadline of an Olympic Summer Games and must be the holder of a valid Jamaica passport.
2. Swimmer must be registered with the ASAJ no less than three (3) weeks before a qualifying meet.
3. Qualifying times must have been achieved at a FINA-sanctioned meet where swimmers can achieve the FINA 'A' and 'B' Olympic Swimming Qualifying Standard Times.
4. Olympic Qualifying 'A' and Selection 'B' Times are determined and published by FINA.
5. Swimmers who have achieved an OQT or Olympic 'A' Standard, will automatically be invited by the IOC/FINA to participate at the Olympic Summer Games.
6. Universality: Only athletes who have participated in the FINA World Championships in the year prior to the Olympics, and who are approved by FINA to compete, are eligible for Universality Places.
 - a. In order to be considered for universality, an athlete must have achieved an OST or Olympic 'B' Standard.
 - b. Only one (1) Universality place per gender is available to each NOC.
 - c. Where more than one swimmer per gender has achieved an OST, highest FINA points for each swimmer's top qualifying event will determine the selection.
 - d. Universality athletes are eligible to compete in only one (1) event.

BLP 16.2 COACHES' SELECTION CRITERIA FOR CARIFTA, CCCAN, GOODWILL & UANA

The primary purpose of these selection criteria for Coach of the CARIFTA, CCCAN, Goodwill and UANA national teams is in an effort to ensure an objective process. A secondary purpose is to establish institutional memory within the ASAJ so when transitions occur they are done smoothly and as objectively as possible.

Coaches will be selected who can foster a positive environment in which teams perform to the best of their ability; manage the final preparations of athletes and the relationship with their personal coaches; and demonstrate an ability to cooperation with the Team Management.

To be eligible for nomination as Coach for CARIFTA, CCCAN, Goodwill and UANA national teams, a Coach must:

1. Be resident in Jamaica for at least 12 months.

2. Be registered with the ASAJ in good standing.
3. Possess a minimum Level 2 Coaches' Certification (FINA, ASCA) for Head Coach and Level 1 for Assistant Coach.
4. Have at least two (2) swimmers on the team for the position of Head Coach and at least one (1) swimmer for Assistant Coach.
5. Have no outstanding disciplinary action pending against him/her or currently under suspension from the ASAJ or under investigation for a criminal offence or has 2 or more previous infractions of the ASAJ's Code of Conduct. Depending on the severity of the infractions, a Coach might not be considered for selection even if he/she has less than 2 infractions.
6. Have participated in at least one (1) session of National Squad training camps.
7. Have prior experience in coaching national teams at the regional and/or international levels (for the position of Head Coach).

BLP16.3 ARTISTIC SWIMMING – General

BLP16.3.1 To be determined

BLP16.4 WATER POLO – General

BLP16.4.1 To be determined

BLP16.5 DIVING – General

BLP16.5.1 To be determined

BLP16.6 OPEN WATER SWIMMING – General

BLP16.6.1 To be determined