

# HYBRID EVENT GUIDELINES

in person & virtual event details

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## 01 HYBRID EVENT STREAMING & JUDGING

How will the hybrid event work for routines?	<p><b>Routines</b> will be streamed to judges and to the public (both in person at the event and watching virtually) at the same time and will be judged "live", using an online version of the CAS scoring system. Scores will be displayed on the screen after each routine, before moving on to the next one, according to the published start list.</p> <p>All routines from each event (in person and virtual) will be presented as part of a single event. In-person routines will all be performed first within each event in order to provide more accurate warm-up and preparation times to the clubs present. All virtual routines will follow.</p> <p>Technical reviews will be performed after each in-person routine, as necessary, but will be only be performed at the end of the event for virtual routines. This means that all scores displayed will be unofficial until an official version is posted on the CAS website and on the event app.</p>
How will the hybrid event work for figures?	<p>The <b>Figures</b> event will be entirely virtual. Figures will be streamed to judges in a private streaming feed where scores will be submitted to the scorer. Results will be available at most 24 hours after the event, and the figure videos themselves will be posted for viewing as soon as possible after the event.</p>

## 02 START LISTS & DRAWS

Summary	<p>Start lists will be drawn as per Qualifier rules:</p> <ul style="list-style-type: none"> <li>random draws for all junior and senior routines as well as 13-15 team preliminaries.</li> <li>weighted draws according to figures results for 13-15 solo, duet and mixed duet events, using the 20%-60%-20% distribution rule.</li> <li>For 13-15 team finals, the top 6 teams will swim from positions 7-12, and the bottom 6 teams from positions 1-6, with a random draw within each group.</li> </ul>
Virtual routines	<p><b>Virtual routines</b> will be part of the random draw for each event, and will then be moved to the end of the start list.</p> <p>As an example, if we had a start list with 10 entries (7 in person and 3 virtual) and that virtual routines drew numbers 1, 5 and 8, the in-person routines would get start numbers 1-7, and the 3 virtual routines would have start numbers 8-9-10 (instead of 1-5-8).</p>
Virtual 13-15 Teams	<p>Virtual routines will not be judged twice, so 13-15 teams taking part in the event virtually will only take part in the 13-15 team preliminary event.</p>

## 03 RESULTS

Summary	<p>Results for each event will present 2 separate rankings for in-person and virtual routines.</p>
Seeding events for Canadian Championships	<p>Results from 2022 Qualifier will be used to seed the draws for all events that do not have a preliminary round and have more than 12 participants at Canadian Championships (mostly junior events).</p> <p>Combine results (including in-person and virtual) will be used to determine the start order for those events, using a 30%-40%-30% distribution rule (as per Technical Memo 2022-4).</p>
Awards	<p>As per Qualifier rules, ribbons will be awarded for positions 1-6 in the in-person rankings.</p> <p>At the moment, no physical award ceremony have been planned in the schedule. The ceremonies will take place virtually, and ribbons will be handed out to clubs separately.</p>

## 04 FOLLOWING PROVINCIAL RESTRICTIONS

<b>Summary</b>	<p>All submitted videos (routines &amp; figures) must follow all national and provincial COVID-related safety measures. This includes all athletes, coaches, as well as anyone else visible on the videos who must at all times during the video follow restrictions, including, if mandated, wearing a mask, maintaining proper distancing, etc.</p> <p>All videos will be reviewed to ensure restrictions are followed, and clubs found to be in violation will be contacted to provide explanation and may be asked to resubmit a video as necessary.</p>
<b>Provincial COVID-related Restrictions for Routines</b>	<p>Unless they are not allowed to do so by their provincial restrictions, clubs are expected to film and send in routines as if performing in person with no restrictions, including:</p> <ul style="list-style-type: none"> <li>• complete march on and deck work</li> <li>• full highlights</li> <li>• no distancing ,</li> <li>• full hairup &amp; make-up</li> <li>• no goggles or caps</li> </ul> <p>If any of these are not allowed in your province, please make sure to <a href="#">contact Stephane Cote</a> to let him know and request a special exemption.</p>

## 05 FILMING GUIDELINES - ROUTINES

<b>Filming Routines</b>	<p>A full video of each routine must be filmed, without interruption, using the filming guidelines below.</p> <p><b>The video must be non-edited (continuous), start at the beginning of your march-on and include the athletes swimming out of the pool and getting back on deck where they should "wait for marks" for around 10 seconds and "wave to the crowd" for another 10 seconds.</b></p> <p>Cheering is allowed when no music is playing, and especially encouraged at the end of the routine.</p>
<b>Video resolution &amp; format</b>	<p>All videos must be captured at a resolution of <b>1080p HD, at 30 frames per second (fps)</b>.</p> <p>This is very important for us to ensure optimal streaming quality, so we ask that you please not take this recommendation lightly and ensure that your device is set at these exact settings (there are numerous videos online that explain how to do it for practically every device in existence).</p> <p>The <b>overwhelmingly preferred video format for videos is .mp4</b>, and we ask that you please do all you can to film and submit videos in this format. Be careful, however, when converting your videos to mp4 format, especially when using free web converters, which may seriously downgrade your video quality.</p>
<b>Position for filming</b>	<p>The person in charge of capturing the video should stand about 1 meter from the edge of the pool, exactly in the middle of the field of play (at 12.5m for 25 m pools), and not move during the routine. Camera should be held at head level, ideally on a tripod.</p> <p>For consistency and whenever possible, please film with the starting platform to your right (although this is not required as it's not possible everywhere).</p> <p>Videos <b>must</b> be filmed in landscape (horizontal/wide) mode.</p>
<b>Zooming</b>	<p>Zooming during the routine is allowed but should be used carefully. The basic idea should always be to make your routine look its best.</p> <p>All athletes should always be fully visible during the entire routine.</p> <p>Also be careful of "digital zooms" available on most modern cameras, phones and tablets - they may look good on small screens but will end up looking pixelized when viewed on larger screens.</p>

### 05 FILMING GUIDELINES - ROUTINES (continued)

Sound	<p>Whenever possible, sound should be fed directly into the camera to eliminate exterior noises.</p> <p>If this is not possible, please make sure the speakers are close enough to the camera to ensure the music will be clearly heard on video. Also make sure there is no talking or yelling close to the camera during the routine (cheering is allowed and encouraged when no music is playing).</p> <p><b>Adding your routine music audio track to your video in post-production is allowed and not considered editing.</b> If audio is added, the original sound track from the video MUST be removed, and the club is taking full responsibility for any gap in synchronization it may create if not done correctly.</p>
Environment	<p>Whenever possible within the context of venue-specific COVID-restrictions, and in the spirit of trying to make all routines look as good as possible, the pool deck should be free of any removable objects such as training equipment, bags, towels, etc. Also make sure all COVID-related safety restrictions are respected at all times.</p> <p>In pools where there is glare on the water caused by exterior light, consideration should be given to the timing of filming to minimize the glare.</p>
Editing	<p>Videos may NOT be edited and must be one full uninterrupted video from start to finish. <b>Any video found to have been edited will be disqualified without possibility of resubmitting.</b></p>

### 06 FILMING GUIDELINES - FIGURES

Filming Figures	<p>A full video of each figure must be filmed, without interruption, using filming guidelines below. The video must be non-edited (continuous), start at least 3 seconds before the figure starts and end at least 3 seconds after the figure stops.</p>
Video resolution & format	<p>All videos must be captured at a resolution of <b>1080p HD, at 30 frames per second (fps).</b></p> <p>This is very important for us to ensure optimal streaming quality, so we ask that you please not take this recommendation lightly and ensure that your device is set at these exact settings (there are numerous videos online that explain how to do it for practically every device in existence).</p> <p>The <b>overwhelmingly preferred video format for videos is .mp4</b>, and we ask that you please do all you can to film and submit videos in this format. Be careful, however, when converting your videos to mp4 format, especially when using free web converters, which may seriously downgrade your video quality.</p>
Position for filming	<p>The person in charge of capturing the video should stand approximately one meter away from the edge of the pool (take on large step back), directly in front of the figure marker, <b>which should remain visible at all times.</b> Camera should be held at head level (ideally on a tripod), close to the body, and not be moved during the whole figure (except when necessary to make sure the athlete remains visible)</p> <p>Videos <b>must</b> be filmed in landscape (horizontal/wide) mode.</p>
Zooming	<p>Once you have set your initial camera zoom, please refrain from using the zoom function during the filming of the figure.</p>
Sound	<p>Please try to minimize all noises during the filming of figures.</p>
Environment	<p>Whenever possible, the pool deck should be free of any removable objects such as training equipment, bags, towels, etc. Also make sure all COVID-related safety restrictions are respected at all times.</p> <p>In pools where there is glare on the water caused by exterior light, consideration should be given to the timing of filming to minimize the glare.</p>
Editing	<p>Videos may NOT be edited and must be one full uninterrupted video from start to finish. <b>Any video found to have been edited will be disqualified without possibility of resubmitting.</b></p>

## 07 SUBMITTING VIDEOS

<b>Deadlines</b>	<p><b>Because of the amount of work needed to prepare the videos for the competition, the established deadlines for video submission will NOT be pushed back.</b></p> <p><b>FIGURES: THU, March 24, 2022 at 11:59pm (in your time zone)</b></p> <p><b>ROUTINES: SUN, March 27, 2022 at 11:59pm (in your time zone)</b></p> <ul style="list-style-type: none"> <li>• This deadline doesn't not apply to the time uploads start, but to the time the video is received, so please make sure to give yourself ample time to upload.</li> <li>• The only accepted method of upload will be Dropbox File Request. A link will be sent to the email address designated on your Online Registration Form, which you can use multiple times.</li> <li>• Please consider running some tests ahead of time to figure out how much time will be needed to upload your routines. If you add the mention TEST in your file label, we will know to throw it away.</li> <li>• You don't have to do all your uploads at once - please consider doing them daily as your videos are ready to be sent in. Videos can be sent in as early as you want.</li> </ul>
<b>Labeling Files</b>	<p>Videos must be labeled as per the same format as music files - please see information on <a href="#">website event page</a>.</p> <p>Labelling your files correctly is one of those things that takes just a little bit of effort on your end or a gigantic amount of time on our end if not done. Please don't be that person and help us out with this!</p>

## 08 IN PERSON RULES AND CONSIDERATIONS

<b>Competition Flow</b>	<p>More details, including map, will come at a later time, but please note that because of Shaw Centre pool configuration, the walk-on for in-person routines will start from the near-side of the pool, on the left-hand side when looking at it from the stands (under the diving towers). Athletes will walk on with their back to the crowd and will climb steps to a small stage on which they will perform deck work and from which they will dive in.</p> <p>More details and dimensions will be distributed soon.</p>
<b>Eating at the pool</b>	<p>We ask that you please try to plan your schedules to eat at your hotel, whenever possible. A few tables will be set-up in different locations to allow clubs to offer food to athletes who will be able to eat there or in reserved sections of the stands.</p> <p>For safety reasons, we strongly encourage clubs to avoid "buffet-style" service and to plan on providing single portions to all members when eating at the pool.</p>
<b>Gelling at the pool</b>	<p>We ask that athletes come to the pool fully gelled and ready for competition. A small gelling station will be available for touch-ups only.</p>
<b>Degelling at the pool</b>	<p>Strictly prohibited, including, of course, in the pool itself.</p>