

INFORMATION FOR CLUBS WHEN CONDUCTING A SWIMMING MEET

All Carnivals

Pool equipment required

Lane ropes (Anti Wave)
Backstroke Flags
False start ropes
Blocks
Timekeepers chairs and Shade/shelter
Chairs and shade for starter
Seating and shade/shelter for marshalling area
Stopwatches (can be obtained from the district)
Clip boards
Table and PA system for announcer
Pencils for timekeepers, announcer, marshal's, recorders,
Recorders area Shade/shelter
Starting gun if not using SAT.
Backup starting equipment if using SAT.
Backup equipment that may be required Stopwatches, Clipboards, timekeeper:
slips, Referees infraction slips, printer, and paper for printer.

Officials Required

Referees
Marshalls
Announcer
Chief Timekeeper
Timekeepers

Check list for clubs conducting a swim meet.

Below is a list of some of the things that you should consider when planning a swim meet. It should be used as an aid and not considered complete. There may well be specific factors at your pool that need consideration.

Pool Safety:

1. What depth is the pool at either end? Deep Shallow
2. Are there any hazards? Broken tiles, frayed lane ropes, slippery surfaces,
3. Is the water quality satisfactory? If not can anything be done?
4. Who is responsible for providing the pool attendants/first aid?
5. How can we keep spectators from crowding the edge of the pool?
6. What are our legal obligations in using the pool?

Equipment:

1. Are the starting blocks/ grips satisfactory?
2. Are the ropes in good order? Can we make them safer for the competitors?
3. Are the false start ropes and backstroke flags okay? Include poles and fixings.
4. How can we provide shade for officials and competitors while waiting for competition?
5. How can we keep the concrete at the start cool for competitor's feet?
6. Where can we locate the recorders/ SAT operators to best advantage? Consider the position of the sun when making your selection.
7. Do we have the required number of officials?
8. Do we have a satisfactory PA
9. Will I have everything ready one hour before meet commencement?

PENNANT MEETS

Requirements of clubs conducting Pennant meets.

It is the **responsibility of the host club to ensure that sufficient officials** (excluding timekeepers) are in attendance to successfully conduct the meet. It is important that those working as marshals are experienced, as the smooth running of the pennant will depend on them.

Each club in attendance will provide timekeepers. Note: where times swum are to be lodged as qualifying times for higher competition three (3) timekeepers per lane are required. Generally a shortage of qualified officials at pennant meets will render the times swum ineligible as qualifying times.

The host club will provide the pool complete with those items necessary to conduct the meet taking the "check list for clubs conducting a swim meet" and "Pool Equipment Required". Southern and Farrer Division will also require 3 judges.

The District will reimburse 1 referee per division for travel expenses if an account is submitted.

MEETS CONDUCTED ON BEHALF OF THE OVENS AND MURRAY

(not including pennant meets)

Where a **club is asked to host** a swim meet **on behalf of the district** it is **expected to provide the pool and equipment necessary to conduct the meet** (SAT and computer excepted). It is also **responsible for printing and sale of programmes and provision of sustenance for officials**. The **District will roster officials** to conduct the meet from the clubs competing. Generally it is expected that the clubs with large numbers of entries will provide the most officials. The host club will, where possible, be exempt from this roster in consideration of the number of personnel engaged in tasks assigned to the host. To cover expenses the host club may conduct a raffle and sell the programmes to the public. A motion passed some time back locks the Albury and Wodonga clubs into conducting

the O&M championships while the relays championships and All Junior qualifying heats are shared by the other Central division clubs with 50m pools.

A master copy of the program is supplied to the club to arrange printing. The club keeps whatever is made from the sale of programs. Printing of programs may be organised by the district if required but the club will be charged for the cost of printing. When printing programs approximately 30 should be printed full size preferably one sided for officials.

Officials in uniform are admitted free of charge, please ensure pool management are aware of this requirement.

A roped area at the end of the pool around the timekeepers must be provided. Swimmers and non -officials must not be permitted in this area unless reporting for an event.

An area suitable for presentations is required. Afternoon tea and drinks to officials should also be provided. Usually cordial and iced water are best during the meet at regular intervals, shorter intervals if it is a very hot day especially to officials not under cover such as referees and starter. Snacks can be provided mid afternoon as appropriate. After the carnival, refreshments should be provided in the way of food and drink to all officials.

For relay championships clubs are required to provide suitable music for the March past and if possible at least one local dignitary to assist with judging the March Past.

For All Junior Heats the club will need to keep a record of the ribbons handed out, the swimmers who cannot attend Semi Finals and their replacements to be passed on to the Director of competitions.

Clubs organising O & M Championships will need to ascertain whether it is acceptable with the pool management for clubs to leave equipment tents chairs etc. at the pool overnight.

OPEN MEETS

Clubs wishing to conduct open meets are expected to **apply to O & M for approval** of the proposed date by the beginning of **March preceding the proposed meet**. The O & M will then frame an annual programme of meets using the available dates to best serve District swimming. In some cases clubs may be asked to alter the date of their meet so as not to clash with another meet. State bodies have regulations that preclude clubs from having meets on dates set aside for State-run meets.

The host club must provide the pool and all equipment necessary to conduct the meet taking the “check list for clubs conducting a swim meet” into consideration.

The **host club must appoint a Meet Director**. This person is responsible for the conduct of all facets of the meet. He should have a thorough knowledge of the available facilities

and in conjunction with the Referee in charge insure that the rules of the meet are applied. It is recommended that a panel of at least three people be available to form a Jury of appeal should a protest be lodged. It is not required that the panel be fully conversant with the rules of the meet, but they should have a knowledge of natural justice. With the introduction of monetary prizes protests are becoming more frequent. (See below).

Clubs will need to **decide** whether they desire that their meet be considered a **“qualifying” meet or not**. A qualifying meet is one at which the times recorded are registered with the State body for use in entering a State or National meet. The following officials are required to hold a **qualifying meet. At least 3 referees, a starter, and 3 timekeepers per lane**, at least 2 of the referees and the starter should be qualified. The third referee may be a trainee. Where this is the case the qualified referees will act as judges of stroke while the trainee will control the start.

Clubs are expected to reimburse officials (3 referees, 1 starter, 1 SAT and 1 computer operator) the amount of \$25.

The **O & M** when asked **will assist** in running the meet but the **club** conducting the meet **is responsible** for ensuring that all resources needed to conduct the meet are in place. Hire of the computer and SAT does not necessarily come with the operators. Check their availability if you do not have anyone qualified from within the club. If the computer is to be used it will be required approximately 2 weeks prior to the meet for processing entries.

At the completion of the meet the **host club must register the times swum along with a validation certificate** (completed by referee in charge) **with the relevant State** body for the meet to be considered a **qualifying meet**.

PROTESTS

Protests are possible:

If the rules and regulations of the competition are not observed, if other conditions endanger the competition and/or the competitors or they can be made against the decisions of the referee. However, no protests shall be allowed against decisions of fact.

Protests must be submitted to the referee in writing by the swimmer(s) or authorised representative of the swimmer(s) together with the prescribed deposit of \$20 within thirty minutes following the conclusion of the respective event.

If the conditions causing the protest are noted prior to the competition, the protest must be lodged before the starter's signal is given.

All protests shall be considered by the referee. If he rejects the protest, he must state reasons for his decision. The protestor may appeal against the rejection to a Jury of Appeal whose decision is final. If the protest is rejected, the deposit will be forfeit. If the protest is upheld the deposit will be returned.

GRIEVANCE PROCEDURES

Where a member of the O&M has a grievance arising from their involvement in the activities of the O&M, whatever that may be, with another member, officer or employee of the O&M, and that member considers that the grievance warrants investigation and action by the O&M that member shall follow the following procedure.

The member shall contact the O&M Grievances Officer, who has been appointed by the O&M committee, and advise that they have a grievance that they wish to discuss. The identity of the Grievances Officer will be communicated to all members of the Association in writing each year.

Where a grievance is to be submitted in writing it should be addressed clearly to the O&M Grievances Officer, and marked 'Private and Confidential'.

Action by Grievances Officer

(a) Where a grievance has been received by the O&M Grievances Officer, he shall as soon as practicable, discuss the grievance with the aggrieved party. The Grievances Officer may take whatever steps and conduct whatever investigations necessary to determine whether a grievance is legitimate.

(b) Where the Grievances Officer determines that the grievance is legitimate he shall take all necessary steps to resolve the grievance. He may recommend to the O&M Committee what he considers an appropriate sanction.

(c) Where the Grievances Officer determines that the grievance is not legitimate he shall advise the aggrieved party accordingly in writing. If the aggrieved party is not satisfied with the Grievance Officer's determination they may appeal to the O&M Committee.

(d) Where the Grievances Officer is unable to resolve a grievance or considers the grievance of a very serious nature he shall report the grievance to the O&M Secretary and/or the Committee.

(e) All grievances received by the O&M Grievances Officer, and all information surrounding the circumstances of a grievance which is discovered by the Grievances Officer on investigation

shall be confidential and may only be communicated to the O&M Secretary and/or the Committee.