

MEMO

<input checked="" type="checkbox"/> Club Presidents	<input type="checkbox"/> Club Secretaries
<input checked="" type="checkbox"/> Club Nominations Officer	<input type="checkbox"/> Club Team Managers
<input type="checkbox"/> Club Treasures	<input type="checkbox"/> Club Coaches
<input type="checkbox"/> SwimmingSA Board	<input type="checkbox"/> SwimmingSA Staff
<input type="checkbox"/> Technical Official	<input type="checkbox"/> Referees
<input type="checkbox"/> SSA Sub Committees	Other: Club Meet Directors

1/06/2019

RE: 2019/20 Season – Club Carnival Information / Host Assistance Pack

The 2019/20 season is fast approaching! SwimmingSA is looking forward to a season of great competition, personal bests and team spirit.

SwimmingSA acknowledges and appreciates the time and effort spent by yourselves and your clubs committee to organise and host a competition.

The following resources have been included in this information pack:

- **SwimmingSA Frequently Asked Questions**
- **Meet Director / Organising Committee Checklist**
- **Swim Central How to Upload your meet information**
- **JLT Sport Swim Meet Checklist & Risk Assessment Information**
(To be completed on the day of the meet prior to the commencement of competition in conjunction with the Referee/s)
- **Open Carnival Referee & Meet Director Report / Officials Roster**
(To be completed by the Referee/s and Meet Director at the meet and is sent to SwimmingSA by the Referee/s after the meet)
- **Open Water Swim Referee & Meet Director Report / Officials Roster**
(To be completed by the Referee/s and Meet Director at the meet and is sent to SwimmingSA by the Referee/s after the meet)
- **Club Meets Results Procedure**
(To assist the Meet Director and the Nominations Officer in providing the correct files to SwimmingSA within 7 days of the meet)
- **Final Checklist**

Should there be any further questions that are not addressed in this pack, please contact the following SwimmingSA staff:

Sarah-Jane Couche
Events Coordinator
Ph ext. 3040

Leanne Beames
Events Assistant
Ph ext. 3043

443 Morphett Road, Oaklands Park, South Australia

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Frequently Asked Questions – Club Meets

Q: How do I set up Online Meet Entries for our club carnival?

This season, all clubs are required to use online meet entries (OME) for their carnival. This is done via the Swim Central system. Clubs must set up a meet through the Swim Central system and host the OME link on their club website. Competitors are then able to enter your carnival through this meet, with the club collecting payment online.

A fact sheet with instructions on how to set up OME can be found at the following address:

https://sa.swimming.org.au/sites/default/files/assets/documents/Creating%20a%20meet%20in%20Swim%20Central_1.pdf

Q: Can clubs use a TM Entry File to enter a meet?

As of the 2016/17 Club Carnival Season, TM Entry Files will no longer be used to enter a meet. Clubs are now required to use Online Meet Entries (OME) through the Swim Central system. Links to your event will be through Swim Central and your website.

Q: Our club/district doesn't have a website. What do we do?

SwimmingSA strongly encourages all clubs/districts to have a website through the free template offer available through Swimming Australia or an external provider. To obtain a SwimmingSA/Swimming Australia free website please contact Daniel at daniel.lawlor@sa.swimming.org.au.

Q: What are the standard qualification periods, and how do clubs enforce these?

Entry times for a meet must have been swum within a specific time period, the 'qualification period'. For club meets, entry times from two years prior to the date of the meet can be used to enter events. For example, swimmers can enter a meet being held on the 15th May 2019 with any times achieved since the 1st January 2017.

When setting up your meet on Swim Central, please ensure that the 'qualification parameters' (found under meet settings) reflect the qualification period.

Q: What is the 90 Day Rule and how does it affect the meet?

Any member of any club may transfer to another club at any time. If a member has transferred during the membership year, they become subject to the 90 day rule. This means that the member may compete but not represent any club in open or interclub competitions for a period of 90 calendar days, from the date that the transfer is approved by the previous club.

The 90 Day Rule must be enforced at a club level. The rule can be enforced on the Swim Central system, ensuring that any swimmer who enters their OME for your carnival will be listed as unattached if subject to the 90 Day Rule. To enforce the 90 Day Rule, when setting up your meet on Swim Central, ensure that the 'member transfer' settings (found under meet settings) have the transfer window listed as 90 days.

The application of this rule in practice is as follows:

- The rule has no effect on the member's rights to participate in any internal activities of the new club, such as time trials, club training, etc.
- The member may compete in any individual event at SwimmingSA meets or club meets, however the member's new club will not be eligible to earn points in any club pointscore competition run in conjunction with that meet.
- The swimmer cannot participate in relay events at SwimmingSA meets or club meets.

Q: What SwimmingSA equipment is available for club events and how do clubs hire it?

SwimmingSA currently have two sets of 10 lap counters and two Dolphin Timing Systems available for clubs to hire for their meets. Lap counters are available free of charge to clubs. **The dolphin timing system hire fee is \$360.00.** An invoice for this will be sent to clubs following the meet. Clubs should have indicated on their application to host a carnival what equipment they wished to hire from SwimmingSA. If you would like to hire equipment, and did not indicate this on your application, please contact SwimmingSA at admin@sa.swimming.org.au. There is hire procedure to be followed by SwimmingSA staff and the nominated club member collecting and returning equipment.

The use of SwimmingSA's Semi Automating Timing (SAT) Dolphin Timing System is subject to the availability of the equipment and the club's provision of trained operators. If your club wished to use the equipment, please ensure that you have arranged two people to use the system that are trained in its correct use. **Please contact the SwimmingSA events team if you require training with the dolphin timing system.**

Q: When can I collect and return SwimmingSA equipment?

Equipment can be collected from the SwimmingSA office at the SA Aquatic & Leisure Centre within 7 business days prior to the meet. The SwimmingSA office remains closed on weekends. Equipment should be returned within 3 business days of the meet's completion between 9am and 5pm.

Should there be issues with collecting and returning equipment within this time frame, please contact SwimmingSA (ph 7123 0848 or admin@sa.swimming.org.au) to discuss alternate arrangements.

Q: How do I find out which SwimmingSA Referees are allocated to the meet?

SwimmingSA is responsible for allocating referees to each club meet and open water swim. This roster will be live and updated in real time on our website.

Q: How many officials does the club need to provide and what are their roles?

In addition to the two Referees allocated by SwimmingSA, clubs are required to provide:

- 2 x Judge of Stroke
- 1 x Starter
- 3 x Timekeepers per lane
- 1 x Chief Timekeeper
- 1 x AOE/SAT Operator
- 1 x Check Starter
- 2 x Marshalls
- 1 x Announcer

For records to be ratified, the above officials should be present. In addition, the following number of Inspector of Turns (IOT) should also be on pool deck:

- 9 or 10 lane pool = 4 x IOT
- 7 or 8 lane pool = 3 x IOT
- 5 or 6 lane pool = 2 x IOT
- 4 or less lane pool = 1 x IOT

Q: What does SwimmingSA Require from clubs at the completion of the Meet?

At the completion of every club meet at open water swim, the **nominations officer or meet director** is responsible for providing the following information to events@sa.swimming.org.au within 7 days of the meet concluding:

- Meet Manager (MM) Backup
- Team Manager (TM) Results File
- Point Score Report (via MM)

The **referees** are responsible for providing the following information to SwimmingSA:

- Swim Meet Checklist
- Referee/Meet Director Report
- Rule Infraction Reports
- Meet Program

Support for Nominations Officers and Meet Directors is available from the SwimmingSA Club Meets Results Procedure document.

Q: How do clubs address Risk Management and complete the Swim Meet Checklist?

All clubs should be aware of the JLT/Swimming Australia National Insurance Program Swim Meet Checklist. These checklists play a significant role in risk management and are an important component of the Swimming Australia National Insurance Program. They help identify risks for participants, spectators, organisers and as well as the general public. By identifying and treating risks before they occur, swim meet officials can reduce exposure to potential incidents.

The Swim Meet Checklist can be downloaded at the following address:

<https://swimming.jltsport.com.au/files/Checklist.pdf?v=201906200159>

Information regarding downloading Certificates of Currency can be found at the following address:

https://swimming.jltsport.com.au/club_selection.aspx?pageState=coc

Q. How do I assess if my venue meets pool depth requirements

All Clubs should be aware of the Swimming Australia and SwimmingSA Pool Depth Policies and the checklist for coaches with relation to safe diving.

More information is available here:

<https://sa.swimming.org.au/policy>

Should you require any further assistance, please contact the SwimmingSA Events Team:

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