

POLICY

Country Championships - Application

POLICY No: 5003

Updated: Updated 18th March 2025



The purpose of this document is to provide members with the policy and guidelines surrounding the application, appointment and hosting of the country Championships.

THE POLICY

The SwimmingSA Country Championships will be held annually as scheduled in the SwimmingSA Events Calendar at one of the following available Venues:

1. In SA/NSW

- | | | |
|-----------------|-----------------|----------------|
| ○ Berri* | ○ Murray Bridge | ○ SAALC** |
| ○ Broken Hill | ○ Nuriootpa* | ○ Strathalbyn* |
| ○ Gawler | ○ Port Pirie* | ○ Waikerie* |
| ○ Loxton | ○ Renmark | |
| ○ Mount Gambier | ○ Port Augusta* | |

*Port Augusta, Port Pirie, Strathalbyn, Waikerie, Nuriootpa & Berri may be modified program at the discretion of SwimmingSA

**SA Aquatic & Leisure Centre may be a modified program

2. Other facilities as contractually appropriate

Process for selection of Host Club and Venue

The process below will be undertaken to ensure that where possible all SwimmingSA registered clubs who are members of a district defined as country have the chance to host the Championships.

There is no set rotation of the above-named venues. Clubs or Districts must apply to host the Championships. Any club or district can be considered.

All efforts will be made to ensure a modified program of events is not held in consecutive years. A venue may be awarded the hosting rights for multiple years if contractually appropriate.

Applications must be endorsed by the district swimming association and the council.

The timeframes for the process of application, appointment and hosting the Championships are listed below.

** Note: months prior refers to the number of months prior to the hosting date
eg. 36months prior for 2020 is January 2017*

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1. **36 months prior:** Applications open for clubs/districts wishing to submit an application to host the championships. A written application for approval to host the Championships shall include the expression of interest form, together with a detailed indicative budget and any other supporting material a nominee wishes to submit. Applications can be made by individual Member Clubs or by a consortium of Member Clubs. At this stage SwimmingSA may engage external organisations to assist in the tender process.
2. **33 months prior:** Applications close for clubs/districts wishing to submit an application to host the championships
3. **32 months prior:** In the instance that applications are received from a club/district to host the championships, a summary is provided to the Country Committee with a recommendation made by SwimmingSA. The Country Committee endorses a recommendation and provides to the SwimmingSA Board
4. **31 months prior:** SwimmingSA Board to review application and Country Committee Recommendation

If there are **NO** application is received:

1. **33 months prior:** SwimmingSA CEO to contact the club and the district who has not hosted the Championships in the previous 7yrs and seek their interest to host the Championships.
2. **31 months prior:** Response due to SwimmingSA from clubs contacted in point 1.

If a club/district above **accepts** invitation to host:

1. **31 months prior:** SSA Representatives and proposed host club/district meet and formal application due to SSA
2. **30 months prior:** Country Committee to approve selected host and recommend to Board
3. **29 months prior:** Board approval of Country Committee recommendation of the selected host and venue

If a club contacted above **does not accept** invitation to host:

1. **31 months prior:** CEO to contact the district and all clubs within the district of the proposed host venue to seek their interest to host the Championships.
2. **29 months prior** Response due from district and clubs contacted in point 1 above.
3. **28 months prior** Country Committee to approve selected host and recommend to Board
4. **27 months prior** Board approval of Country Committee recommendation of the selected host and venue

If no club or district contacted above **does not accept** invitation to host:

1. **29 months prior:** SSA will seek an alternative venue for the Championships
2. **27 months prior:** SSA Board approval of host venue

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Approved host

Once a host venue and club **is approved** by SSA Board the following timeframes will occur:

1. **27-30 months prior:** SSA to meet with:
 - a. Host club
 - b. Host venue management
 - c. Local council
 - d. Sports Marketing Australia or
 - e. Any other relevant body
2. **26 months prior:** SSA to launch event at the host venue in conjunction with the host club, pool management and council. SSA to advise all clubs of host club and venue details.
3. **24 months prior:** SSA to launch event at Country Championships

Organisation of Country Championships

Facilities

The successful applicant must ensure that all facilities are of a satisfactory standard. The following sets out minimum acceptable standards:-

- Seating with shade for at least 1500 people far enough from the pool sides to allow free access for Technical Officials and competitors.
- Shelter and seating for all Technical Officials, Competitors being marshalled, Announcer, with a clear view of the entire pool, Official guests, Selectors.
- Public address system with two microphones and auxillary input.
- Barriers to keep spectators away from pool concourse.
- Recorders Room with 6 power outlets and air conditioning and shall be no smaller than 5mx5m with a clear view of the Start/Finish line.
- At least a 6 lane pool (with wave free lane ropes), available for warm up, heats and finals.
- Notice board for results or a suitable posting location
- Starters stand and equipment.
- Venues for a Club administrators, coaches and technical official workshops. Lunch must be available at the venues.
- Venue for Coaching Clinic and/or Technical Officials briefing and examinations and/or any other meetings
- Must provide lifeguards and first aid facilities.

Promotion

The successful applicant must undertake a vigorous programme on its own initiative to publicise the Championships among Member Clubs on a State-wide basis and as a major sporting event in its local community. The essence of the successful applicant's obligations is that it should conduct the Championships in such a manner as to promote the interests of competitive swimming in Country areas.

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Event marketing & engagement

The successful applicant will take responsibility for local community engagement and marketing. A marketing and engagement plan should be approved by SwimmingSA prior to execution. Marketing should include information on local amenities, attractions, dining and convenience facilities outside of scheduled competition times.

Finance & provisions

Swimming SA will provide:

- Heats program for sale and for free issue to Technical Officials, coaches, team support and guests
- 10% of the online sales of tickets or programs
- All medals and trophies per the SwimmingSA Event By Laws.
- Cost of travel and accommodation for the Referees, Staff as approved by the Board.
- Lap counters, bells.
- Two way radios.
- Stopwatches, recording equipment and Semi Automatic timing system

Swimming SA will retain:

- Meet entry fees.
- 90% of online sales of tickets or programs

The successful applicant will provide:

- The pool hire
- Meeting/conference venue hire
- The hire, purchase, erection and removal of all equipment and facilities at the pool,
- Sufficient funds for any hospitality offered,
- A high speed duplex, stapling photocopier to print the finalist programs.
- Snacks and drinks for technical officials
- Catering for the general public and competitors

The successful applicant will retain proceeds of local sponsorship. The successful applicant may apply to the Board for a seeding loan in connection with the holding of the Championships, the terms of which, if granted, would be negotiated with the CEO.

Technical Officials

SwimmingSA will appoint the Meet Director and all Technical Officials. Competing clubs will be required to provide technical officials and timekeepers as per the mandated official's policy.

Oaths

The persons to recite the Competitors and Officials Oaths are determined by the applicant club/region and must be approved by SwimmingSA

POLICY

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Guests

The successful applicant should invite local dignitaries as Official Guests who should participate in medal presentations. The President(s) of the successful applicant will arrange all presentation ceremonies in conjunction with the Chairperson of Swimming SA Inc.

Reporting Requirements

The successful applicant must keep the SwimmingSA staff and the Board informed on progress with preparations for the Country Championships. SwimmingSA will designate a staff member as the primary point of contact for all matters pertaining to the planning for the Country Championships. SwimmingSA will establish a schedule of check-ins and milestone dates and provide to the successful applicant upon confirmation. Three months prior to the date of the Country Championships the CEO will meet with representatives of the successful applicant to obtain a formal report on progress with preparations and the financial aspects of the meet. At the conclusion of the meet the host will be required to provide SwimmingSA with a financial summary (including profit and loss) and tourism data that is available.

Other items for consideration

- Bookings – pool, hotels, meals, media, council
- Catering – officials, pool deck, after hours catering, water and drinks supply, pool vendors
- Council - VIPS, invites, support in kind or cash
- District clubs – support, publicity
- Entries - SSA coordinate, timelines, programs
- Finances – split of income and expenses between host and SSA
- Functions – when, where, catering, VIPS
- Government – support, programs in region
- Invites – VIP's, life members, interstate teams
- Medals and awards – medals, trophy's, incentives and initiatives
- Pool set up – Lane ropes, pool depth, water quality, backstroke flags, false start ropes, lap counters, chairs, tables, carpeting/matting, shade, map of facilities and vendors at the pool
- Publicity – Media, schools, other
- Resources – stationary, other
- Risk Management – Extreme weather policy, timelines, risk management policy, pool deck insurance checklist
- Roles and Responsibilities – SwimmingSA, host club/district, host venue, local council, participating teams
- Sponsorship – conflicts, sponsors pack
- Supporting documents – pool depth guidelines, previous years documents, country committee host documents, meet programs, extreme weather policy
- Workshops – when, where, how many, coordinators, catering, bookings, facilitators, presenters

Central Measurement

To ensure people have adequate information a link will be made available on the Swimming SA website and regularly updated for association representatives.