Application to host Swimming WA Club Sanctioned Meet

Regulations for Hosting a Club Sanctioned Swim Meet

Event Sanctioning Regulations

To ensure Swimming WA delivers a high quality competitive season along with ensuring the maintenance of accurate records, it is a requirement that all competition (excluding Club nights/ time trials) conducted by Zones, Regions and Clubs are sanctioned and abide by the Swimming WA Sanctioning rules.

Host Clubs are required to submit the event sanctioning application documentation as per the guidelines directed below:

1. All Meets conducted by Swimming WA Clubs must be sanctioned. This includes but is not limited to: invitational Meets, novice Meets, open Meets and school Meets (excludes Club nights/time trials – Recognition of Results form required). To host an intra Club Meet, completion of a separate sanctioning application is available on the Swimming WA website.
2. Sanctioning of a swim Meet is conditional upon the Club implementing a Healthy Club Policy at the Meet. A copy of Healthy Club Policy is attached to this document.
3. Ensure that all information sent to Swimming WA, for sanctioning, is accurate.
4. All applications must be in by the due date, as advertised, for the appropriate swimming season.
5. Upon completion of the swim Meet, Clubs are required to send in a Meet report (Appendix B) to Swimming WA. Meet results will not be published or ratified until Swimming WA receives a Meet report. The post Meet report is also available on the Swimming WA website.
6. Ensure results in Meet Manager Backup format are emailed to Swimming WA by <u>5pm of the third working day following the completion of the meet.</u>
7. Ensure all Technical Officials are current Swimming WA accredited and Members of the Association, which is available on the Swimming WA Website.
8. Ensure all Technical officials 'sign in' at all Meets and this information is sent with the Post Meet report
9. **Prior to applying, Clubs must have a minimum of one (1) qualified Referee and two (2) Judge of Stroke or Starter as Club Members.**

Meet Format

Each Meet will be required to include either:

Option A (Four of the five 200m events – 9 years and Over 200 Freestyle and 200m IM, 10yrs and Over 200m Breaststroke and Backstroke and 11yrs and Over 200m Butterfly and 12yrs and Over 1500m Freestyle)

Option B (400m Freestyle, 400m IM and 800m Freestyle – all three events being offered to 11 years and over only)

Option C – Regional Clubs only – Two (2) from Option A and one (1) from Option B or two (2) from Option B and one (1) from Option A (or select Option A or B only)

The events can be swum as 'Mixed' gender events, but not mixed strokes. No qualifying times are to be implemented on any Club Sanctioned Meet events. The events above, when included in the programme, cannot be consecutive and must be spread throughout the programme.

Swimming WA appreciate that Club's hosting a swim Meet are doing so in the best interests of the overall sport, plus development and financial opportunities for their own Members. However, if hosting a swim Meet, certain conditions may apply once Swimming WA – in conjunction with the Competition Planning Committee

In the best interests of delivering a realistic finishing time, Clubs are required to comply with to the following conditions:

Once your Clubs sanctioned date has been approved by the CPC, Clubs are to set up and manage their Meet via My Swim Results by importing a Meet Manager database. Prior to entries closing, should the Meet be projected to exceed 5:30pm (working on 35 second intervals) then underentries must be closed prior to the Closure of Entries date as listed on the My Swim Results event page.

If Clubs are using the Team Manager entry file as the entry process, then a stipulation of the number of entries each athlete can enter, suggestion of 4/5 will be recommended (this can be setup in Meet Manager)

Some suggestions to help avoid over subscription of entries:

- Combine age groups i.e. 12 & Under – 13 & Over – medals can still be given to individual age groups
- Athletes can only enter a maximum of up to five events on each day – this can be setup in Meet Manager
- Avoid adding extra events once your event listing has been published on My Swim Results
- Avoid adding extra distance events after complying with the rules of either Option A, B or C
- 50m events only be offered to athletes 12 & Under.
- Create a realistic 'cutoff' time for 1500m freestyle, 800m freestyle and 400m IM but no qualifying time and stick to age groups as specified in A, B & C Option
- Limit the number of heats that are available for distant events (400m and over only – does not apply to 200m events)
- Clubs wishing to host just a half day Meet can take advantage of the on-line entry timeline by monitoring the timeline to finish around 11.30am (Around 11.30am would be the commencement of the last event) resulting in an approximate finish time of 12 noon.
- Be targeted about purpose of Meet (i.e. Juniors only)

Splash and Dash Events for Juniors

SWA Club Sanctioned Meets are Tier 4 Meets and the age bracket for competition at these Meets is 9yrs – Open. The SWA Competition Structure can be found on the SWA Website. Your Club may apply to run a SunSmart Splash and Dash at your Meet, which are modified to suit the junior age groups, and Members not eligible for Club Sanctioned Competition.

If you choose to apply for this at your sanctioned Meet;

1. The SunSmart Splash and Dash events must run within the space of two (2) hours to reduce time at the pool.
2. Technical Officials are to stand down with no officiating to take place.
3. No award/medals or prizes to be handed out apart from general participation awards on the basis that all participants receive the same.

4. Announcer must announce the commencement of the SunSmart Splash and Dash event.

5. SunSmart signage and announcements must be present.

6. 25m & 50m events can only be offered. (See SunSmart Splash & Dash guidelines)

7. SunSmart Splash & Dash is for ages 8 – 11 Years

8. No official times.

Swimming WA may choose to limit the number of approved SunSmart Splash & Dash events included in sanctioned Meets each season.

Swimming WA Event Sanctioning Levy

Club's hosting swim Meets will be levied a $250 (+GST) fee. This levy replaces the $1 per athlete sanction fee and goes towards promotion on the Swimming WA website, insurance and administration costs.

How to have a Meet sanctioned by Swimming WA:
1. Complete the Meet Sanctioning Application form, ensuring all relevant appendices are filled out and the submission requirements are met.
2. Ensure that applications are submitted by the requested date.
3. Send applications via email as a WORD document to Will Rollo at Swimming WA – electronically at projects@wa.swimming.org.au by post to PO BOX 205, Leederville   WA   6903.
4. Payment must be sent to Swimming WA after receiving letter of sanctioning approval.

Event Calendar Planning Process

The Swimming WA event calendar is developed by Swimming WA staff in conjunction with the Competition Planning Committee.
Preference for events is given to:
1. Swimming Australia sanctioned competition
2. Swimming WA sanctioned competition
3. Club meets submitted by the required date

Due to high volume of applications, not all applications will be approved. Clubs will not be allocated more than one (1) Meet within a season.

When developing the Swimming WA calendar, Club hosted swim Meets will be allocated calendar positions based on the following criteria:
1. The merit of the Meet Sanctioning Application and the benefits the Meet offers to both the calendar and swimming as a whole
2. Within each Country Region there may not be more than one (1) Meet on the same day.

Swimming WA will (in relation to applications):
1. Review the applications in conjunction with the Competition Planning Committee
2. Provide an approval/decline sanction letter or request changes be made to dates, event schedule or event information
3. Provide Meet recommendations to ensure that Meets are in the best interest of the Swimming WA Membership
4. Promote the Meet:
    a. Advertise the Meet programme and electronic entry information
    b. Promote results within the week following the Meet, provided the Post Meet report has been received.
    c. SWA will share Clubs social media posts upon request.

Submitting Event Programmes

Event Names
Swimming WA has developed the following language standards for Western Australian Swimming Events and asks for all Clubs to follow them:
- "State Championships" refers only to the pinnacle events within Western Australia (e.g. Open/Age and SC State Championship) conducted by Swimming WA.
- "Championships" refers to an event that provides a pinnacle event for a designated group of Clubs, Regions/Zones i.e.: Country Championships or Regional Championships
- "Open" refers to an event that is open to Swimming Clubs across Western Australia

- "Pennant" refers to an event that that is open to Swimming Clubs across Western Australia
- "Swim Meet" refers to a swim Meet open to Swimming Clubs across Western Australia
- "School Meet" refers to a swim Meet open to Western Australian Schools*
- "Promotional or Novice Meet" refers to a swim Meet that is open to both members and non-members of Swimming WA*

Swimming WA reserves the right to determine the most appropriate name for Club Meets based on the above guidelines.
- Clubs who wish to conduct school and/or promotional Meets must submit a letter of application to Swimming WA's Coach and Athlete Development Manager as per the Swimming WA By-Laws outlining the reasons for their request.

Meet Sponsors and Meet Naming Rights

Swimming WA reserves the right to remove Meet naming rights from Swimming WA Club run Meets in Swimming WA publications where there is a conflict of interest with the Association and its sponsors.

Swimming WA reserves the right to activate current Swimming WA sponsors at all sanctioned Swimming WA Club Meets. In the event that any current Swimming WA sponsor may wish to be part of a sanctioned swim Meet, then Swimming WA will work with the host Club to implement.

Clubs sanctioned Meets create an important avenue for Swimming WA Members to compete and develop their race skills.

For any enquiries relating to Club hosted meets, please contact Will Rollo, Swimming WA's Programme and Events Officer on 08 9328 4599 or projects@wa.swimming.org.au