

COUNTRY PENNANTS GUIDELINES – ATTACHMENTS / TEMPLATES

First Compiled in 2020 updated 2021

We wish to acknowledge Past Hosts of Country Pennants and especially Karl Roots – Southwest Region: Geraldton Swimming Club: for allowing the SWA Country Committee to utilize their documentation to produce the attachment guides & or templates. You need to change / put in your logo and adjust to suit. These are to help make it simpler and you don't have to reinvent the wheel. The numbers are the reference in the guidelines.

7.0 – COUNTRY PENNANT RULES & APPENDIX 2 PROGRAMME OF EVENTS can be found on the SWA website separately from these documents – they are reviewed annually by the SWA Country Committee

8.0 WRITTEN AGREEMENT FORM

This is sent out by SWA – following acceptance of the Host nomination by SWA Country Committee

10.3 BUDGET & PLANNING


Facility Map.docx


Pool Layout.doc


Country Pennant
Team Tasks Guide.p


CP meeting
guide.docx


CP ENTRY
SPREADSHEET Guide.:


2022 Country
Pennants Spreadsh


2022 -
Accommodation Co


Grounds Group.pdf



Merchandise
Group.docx


Program Group.docx


Sponsorship
Proposals.pdf

12.1 FIRST INFORMATION PACKAGE


1st Info Package
guide example (2).pdf


1st Info Package
guide example.pdf

13.0 SECOND INFORMATION PACKAGE


Template 2nd
Information Pack.pdf


Template Country
Pennants Applicatio


Tech Courses for CP
Memo.docx


Template Official
Information CP.docx


Template Officials
Nomination Form.dc

14.0 THIRD INFORMATION PACKAGE



Third Information
Pack Guide.pdf



CP CHECKLIST 3rd
info Guide.doc



TM Lite
Instructions.pdf



Payment Summary
Form Guide.pdf



191205 - Concourse
Diving Compliance (1)



Template Officials
Nomination Form.doc



Medley relay.pub



freestyle relay.pub



CP Merchandise
Order Form Guide.pdf



CP Lunch Order Form
Guide.pdf



Guide CP Dinner
Order Form.pdf

15.0 FINAL INFORMATION PACKAGE



Final Pack - Welcome
Letter Template.pdf



DASH FOR CASH -
terms n conditions.pdf



dash for cash
entry.pub

16.2 CHIEF REFEREE NOMINATION FORM etc



3. CP REFEREE
GUIDELINES v1.pdf



Working Officials
data base guide.xls



Nom form Chief
Referee .docx

16.4 IT REQUIREMENTS/ COMPUTER/MEET FORMS



TM Lite Instructions.pdf



4. CP RECORDER
GUIDELINES v1.pdf



Computer Roles
GUIDE ONLY.pdf



Draft Recording
Room Roster.xlsx



TM Lite
Instructions.pdf

OTHER FORMS



CP Scratching Form
template.doc



March Past
Assessment.xlsx



Generic DQ Form.xls



CP SIGNAGE
Template.doc



CP Team Signs
Template.xls



Announcers
information.docx

17.0 PROGRAM

Try and review the previous couple of year's program to get an idea of how it has been set up. No fast rule but you need to ensure that it meets Sunsmart REQUIREMENTS

23.0 OFFICIAL OPENING & 24.0 OFFICIAL CLOSING



CP OATHS - Athlete
Official and Coach.pdf



CP Opening &
Closing Ceremonies.pdf

A reminder these are only guidelines please contact SWA Country Committee or Country Coordinator for any information and assistance.