

## **APPENDIX ONE – General Instruction to Region/Host Club**

### **FORWARD**

The compilation of these guidelines has been long in the making. There has always been some form of Country Pennant guidelines. Unfortunately, they took the form of scribbled notes and collected photocopies as well as what was imprinted in the memories of just a few people. Consequently, for the club whose lot it was to host the competition in a particular year, there was sometimes much confusion and anxiety over what was and what wasn't the rule of the day.

These guidelines have been assembled from the notes of persons who have had long historical ties with the Country Pennants and are to be commended for their dedication to the sport over the years as well as the experiences of those who have performed the task more recently.

It is hoped that their efforts will assist you in administering the Country Pennants when your club is nominated. It is a wonderful weekend and an achievement well worth the huge effort it entails.

The Country Pennants competition has now become the pinnacle of swimming in WA's country regions. Clubs fundraise, train, plan, save and compete in this meet in a different location each year and enjoy the community spirit, competition and, most of all, the camaraderie which the meet engenders each year. As many of the stalwarts of Country Swimming are not getting any younger, it has become necessary to write these guidelines for the ongoing preservation of this very important weekend on the swimming calendar in the WA regions.

The event attracts competitors and spectators from all over the State, with an estimated average of two and a half thousand people attending. This gives a fantastic boost to the local economy of a country town over one weekend.

From humble beginnings, when seven teams came together in Northam in 1959, the meet has continued to grow over the ensuing forty-two years to the stage where we now have more than 30 teams vying for the five pennants. A program of 492 events over the two days, and around two thousand competitors swimming over forty one thousand metres, makes for one of the most exciting regional events in Australia. The meet has the capacity for up to forty country clubs/teams to participate in the five divisions.

I would like to express sincere appreciation for information supplied by Harvey Swimming Club (2000) and in particular Paul Beech as well as South Hedland Swimming Club (2001) and in particular Amanda Lynn. Pilbara Region 6 Coordinator, Meryll Hearn, was the driving force who kept us all on task each time the document found itself on the back burner due to other pressures. Both she and my wife, Carolyn, pooled their literary expertise and years of swimming experience with mine forming an authoring team. All of our efforts are dedicated to the swimmers who will compete in Country Pennants for years to come.

Pete Prunster  
President, WA Swimming  
October 2003

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## 1.0 SCOPE

This document specifies the duties and direct responsibilities of a Swimming Club nominated by their Region to be the host club to conduct the Country Pennants.

## 2.0 WHY DO WE REQUIRE THESE GUIDELINES?

There is the potential that the nominated Region and the Club may for various reasons, lose some (or all) of the in-house expertise capable of organising a meet of this magnitude. To this end these guidelines will assist in planning the forthcoming meet.

## 3.0 DEFINITIONS

Region: An area within the State of WA, which has been defined by SWA to engender competition, and through a central committee, in liaison with SWA, allow a more efficient administration of the region's clubs.

Country Pennants: A competition held annually since 1959 where all country clubs that are affiliated with SWA are invited to compete on a team basis.

SWA Country Committee: A committee elected by SWA CEO

## 4.0 ABBREVIATIONS

AGM	Annual General Meeting.
AOE	Automatic Officiating Equipment
SAL	Swimming Australia
CEO	Chief Executive Officer
FINA	Federation Internationale de Natation Amateur
JOS	Judge of Stroke
MD	Meet Director
Q/T's	Qualifying Times
CR	Chief Referee
PA	Public Address System
SWA	WA Swimming Association Inc.

## 5.0 RESOURCES

FINA Rules  
Australian Swimming Incorporated (ASI) Technical Rules  
Guidelines for Meet Directors at SWA Meets  
SWA Policies  
WA Country Pennants Agreement  
Country Pennant Rules  
All SWA and SAL policies, as amended and in force at the time of the meet

## **6.0 COUNTRY PENNANTS – A BRIEF HISTORY**

Country Pennants was first held at Northam in 1959 with just seven teams competing. The Meet has continued to grow during the ensuing 60 plus years to the stage where we now have over 30 teams competing in five divisions.

Country Pennants are traditionally held the long weekend (Labour Day weekend) in March, and are rotated from Region to Region on a yearly basis.

## **7.0 CRITERIA FOR HOSTING COUNTRY PENNANTS – SEE CP RULES**

The Host Club is responsible for arranging the use of a suitable aquatic centre for the duration of the Country Pennants event, and such time as required to allow visiting clubs the facility for warm up and training sessions. Written evidence of this arrangement should be provided to the Swimming WA Country Committee when the host Region confirms its intention to conduct Country Pennants.

Host Club may be any affiliated club registered with SWA, which has access to a 50m pool. Any club, which has a responsible and competent committee, has the capability to run the Country Pennants. The chosen club requires access to a venue, which meets the following criteria;

- A complex, which the Shire guarantees to be available on the required dates
- A complex large enough to cater for the approximately 800 - 1000 participants
- A 50-metre pool with a surveyor's certificate of confirmation
- A minimum of 6 lanes
- A minimum water depth of 1.0 metre is required, however 1.2 metre depth is desirable (See the SAL Dive Entry for Competitive Swimming Policy, Item 2)
- Permanent or portable starting platforms must be provided at the deepest end of the pool
- If the water depth is between 1 m and 1.2 m starting platforms must not be more than 0.4 m above water level
- If the water depth is more than 1.2 m starting platforms may be 0.5 m to 0.75 m above water level
- Backstroke handles must be in place
- Refer Country Pennants rules, SWA Policies, SAL policies and FINA Rules for further detail of minimum pool standards

- A room (may be temporary) to house AOE computers must be available close to the finish
- Adequate shade for marshalling and spectators.

## **8.0 WRITTEN AGREEMENT –SEE ATTACHMENT**

The nominated club will be required to sign an agreement, undertaking to organise and conduct the meet according to Country Pennant Rules

The relevant committee should undertake to agree they will go through with the planning and support each other. Your committee has the potential to achieve the goal just as numerous other committees have, during the long history of the Country Pennants.

## **9.0 PRE-MEET PREPARATIONS**

### **9.1 Sub Committee**

A sub committee of four or five persons should be formed to do the groundwork and report to the club's main committee on a progression basis.

The sub committee shall also report on a regular basis to the Region Coordinator and the Country Coordinator.

During the first year the sub-committee should familiarise themselves with the expertise and talents of the club members and also supportive members of the wider community.

### **9.2 Meet Coordinator**

A Meet Coordinator shall be appointed from within the host club who should then decide how to address the management of the planning.

The Meet Coordinator should establish a Diary of Deadlines (Appendix 4) and a Rolling Agenda, which must be reviewed and updated at regular and increasingly frequent intervals throughout the years, months, weeks and days leading up to the meet. Such items as accommodation, advertising, aquatic centre liaison, first aid, infrastructure, march past, club marching order, medal presenters, medal ribbon colours, medals, nominating teams, nomination fees to SWA, opening ceremony program, parking map, parking will form part of the rolling agenda.

### **9.3 First Things First**

The main areas requiring immediate attention are:

- Venue booking, logistics
- Budget proposed (required for sponsorship applications)

- Sponsorship                      major and minor
- Accommodation                      where, cost and type
- Catering                              where, cost and type
- Medals    no set design - may be purchased with the event title    identified at time of purchase and can have Grades stamped    or engraved on the medal or on the lanyard.

## **10.0 VENUE**

### **10.1 Booking**

As soon as the Club has been advised, by the applicable Region that they have been nominated to host Country Pennants, the Region should make a firm booking with the local Shire or Council Office. Sole use of for the local pool facility from the Friday morning, through to Sunday evening around 6 PM will be required. A hire fee must be negotiated at the same time.

Remember that all swimmers, officials and spectators are admitted free throughout the weekend so the hire cost must be included in the budget. This free entry is to avoid delays in the movement of large numbers of people, which would be caused by any system of payment/pass outs. Confirmation in writing of both the booking and the hire fee should be obtained. When the booking is secure and a hire fee determined, the Regional and Country Coordinators should be advised immediately in writing, with a copy to the CEO of SWA. This must be done prior to acceptance by the Country Committee.

### **10.2 Logistics**

Any necessary modifications to the pool complex must be assessed and under control early in the planning calendar.

- Permanent or temporary housing is required adjacent to and in view of the finishing line for the electronic timing equipment when applicable.
- Office space/club rooms for recording, photocopying etc.
- Sufficient shade for officials, swimmers and spectators must be provided – especially important in the Northwest
- Starting blocks and backstroke handles at the deep end and if possible at the shallow end if within the legal depth requirements for starting blocks
- False start posts and backstroke posts at each end
- Anti-wave lane ropes

### **10.3 Budget – see template guide**

Two budgets need to be produced, one for Healthway (see 10.4) and an actual for the club's records. The Healthway budget does not include income/expense for accommodation, catering and other fund raising that will be taken in, as this is what provides any profit for the club.

### **10.4 Sponsorship**

For many years major sponsorship has come from Healthway and SunSmart. However, this is not guaranteed and must be applied for each year. The application must be made well in advance of the meet and must include a budget.

Minor sponsorship should be sought from local businesses in return for advertising. Donations may take many forms, viz. cash or kind, paper, ice, food for officials etc or loan of materials such as scaffolding for shade, structures or plant, photocopiers, computers etc.

### **10.5 Accommodation**

Commencement of an early search around your town and locality to identify hotels, motels, caravan parks, school camps, schools, colleges, clubs etc within reasonable distance (30kms) of the pool will be advantageous for the visitors. Accommodation should be listed under 3 main headings, basic, budget and regular.

The club may choose to control all accommodation bookings themselves, hand the control to a commercial outlet eg Tourist Bureau or allow clubs to make their own bookings direct to the establishment. Some central control is strongly recommended as it could become a financial burden if not managed correctly.

### **10.6 Catering**

Low cost but nutritious meals must be available to all swimmers and their supporters throughout the weekend. Catering may be contracted out to community groups ie local sporting clubs, P & F, CWA Boy Scouts/Girl Guides etc or to commercial food outlets.

#### **10.6.1 Breakfast**

This can be provided but not mandatory at or very near the pool and should offer both a simple continental style and also a full cooked breakfast.

#### **10.6.2 Lunch**

This should be a selection of salad rolls and salad platters plus fruit and a fruit drink. It should be delivered to the pool between 11.00am and midday. Remember everyone has had a very early start to the day and lunch should be early rather than late.

### **10.6.3 Dinner**

Some clubs opt to provide an evening meal on Saturday but this is not mandatory especially in larger towns where there are a number of commercial eating-houses to cater for the visitors.

## **11.0 MORE TO GO ON WITH**

All communications should be in writing and all orders on an official club order form. Copies of all should be maintained on file. All monies received for services to be provided should be banked in a separate account with approved club members as signatories as per the club constitution.

The next challenge is to decide how to arrange for the long list of actions, which have to be planned and achieved approximately a month before the competition. This will allow your committee at least a month to relax a little and check the points to ensure that nothing is left to chance. It will be too late on the Saturday to book the rubbish removal because once the curtain goes up there is no looking back.

It is in your interests to re confirm all commitments made during the final week before the meet. Consider all of the following points and organise them as your committee wishes.

### **11.1 Infrastructure**

Some of the major items were previously mentioned under logistics and other items, which must be considered include:

- Toilets (extra portables may be necessary)
- Chairs
- Rubbish skips
- Tables
- Rubbish bins
- Pin up boards & upholstery pins
- Barrier ropes/tapes
- Computers
- Barrier solid, (if possible around pool)
- Photocopiers

- Ropes (never enough). More if the location is subject to strong winds.
- Electronic Timing System and a back-up Electronic Timing System
- Stop watches
- Hessian
- False start ropes ● Tents/marquees ● Backstroke flags
- Additional electrics
- Presentation dais
- Water containers (at least one per team)
- Medal sorting box
- Ice supply
- PA System(s)
- Star pickets
- White Boards
- Walkie talkie sets
- Loud hailers
- Insurance required if the location is subject to violent storms or rain falls. Special consideration shall be given for meets in NW.
- Publicity – Local radio, Newspapers, Advert “Pool closure for weekend”
- Promotions – Pins, Tourist Bureau, Sun screen, Tee shirts & Name tags (committee)
- Medals and Trophies & Pennants– design, numbers – use local firms if possible
- Ambulance Brigade officers
- Parking Fire Brigade/Football club may like to control for a small fee.
- Security depends on what the local conditions are (SES/police).

- Signs for club bays, food/drink tents, first aid, marshalling area, scratchings, technical officials c/w seats and tables.
- Engraving,
- Kiosk usually run by Shire/Council
- Announcer(s)
- Helpers –club members, other sporting clubs, life members etc
- Nomination procedure when and how. Dollar figure to be advised by the Country Committee.
- The host club should provide funding for their nominated Chief Referee and the Country Co-ordinator.
- Officials excluding timekeepers, to be supplied by the competing clubs: ratio 1/10.
- Competition program is a major job with strict time frame, identify and book a reliable data input person with a knowledge of swimming and another with a quick eye for detail. Also book a good reliable printing firm.
- Timekeepers roster
- Warm up procedures and roster

Although the list seems endless, apart from some letters and affable telephone conversations, most of these portfolios aren't too much of a burden on a club. Of course it is entirely up to the individual committee, but allowing people to choose their own portfolio/s is usually the best solution.

## **12.0 COMMUNICATION WITH OTHER COUNTRY CLUBS**

Having agreed on a coordinator/correspondence Secretary if other than the regular secretary for the purpose of organising the Country Pennants competition, the next step is to commence communication with the other clubs within the State.

NB: A copy of all circulars shall be sent to Region Coordinator and Country Coordinator.

### **12.1 FIRST INFORMATION PACKAGE –see Attachment guides**

This is usually a package distributed to all clubs at the preceding Country Pennants, providing general information for the following year.

The package should contain

- An invitation to attend Country Pennants again on (date) at (host club/town)
- Contact 'phone, fax and e-mail addresses of key organising personnel.
- A list of all available accommodation under 3 main headings, basic, budget and regular.
- Details outlining how bookings for accommodation are to be made.
- A local map showing the location of the pool and the various accommodation outlets.
- Brochures supplied by the local Tourist Bureau advertising local attractions and tours.

### **12.2 Subsequent Communication**

Communicate with the SWA office sometime around July or August to obtain:

- A listing of the executive committee members and the postal address for each country club affiliated with SWA.
- Information regarding Government sponsorship.
- Details of registration and nomination charges as decided by the Country Committee.
- Draft copy of the Gradings as determined after the previous Country Pennants results (obtained from Country Co-ordinator)
- A copy of the proposed program (obtained from Country Co-ordinator)
- A copy of the current Country Pennants Rules. (obtained from Country Coordinator)
- Reminder to check with the Country Co-ordinator re perpetual trophies & updating of same

### **13.0 SECOND INFORMATION PACKAGE – see Attachment Guides**

When the majority of club contact names are known, correspondence to each club should be initiated. This should happen no later than the FIRST WEEK OF NOVEMBER - of the year preceding the competition, and should include information on:

- Date and location of the Country Pennants
- An invitation to compete at the Country Pennants

- The final date for registration being 30 November
- A program of events for the current year's competition.
- A current copy of the Country Pennant Rules.
- The team nomination cost which is set by Country Committee. For grades A, B, and C the rate is \$400 and for grades D, and E the rate is \$250
- Request for a copy of executive members of each club to verify the list previously obtained from the SWA office in case of changes
- A listing indicating type of accommodation available and suggested booking time cut off date. In case of another event/activity in the relevant town at the same time, emphasis should be placed on early bookings. This is a follow-up from the first package, in case some Clubs have not yet booked accommodation.
- A map of the host town and surrounding district areas of interest. Highlight the pool facility location and relevant accommodation, airport, banks and restaurants
- A form on which Clubs can indicate the Technical Officials who will be available at the meet
- A form on which Clubs can indicate a list of Members who wish to undertake Technical Official training courses at the meet.

#### **14.0 THIRD INFORMATION PACKAGE – see Attachment guides/forms**

This is the major circular and should be posted no later than mid-January. It should include the following information:

- The deadline by which all nominated swimmers must be registered with SWA as competitive swimmers. Transfers can be completed at a later date before the meet.
- The closing date for nominations (usually 2 weeks prior to meet). In accordance with SWA competition rules, swimmers for relays must be named at the time of nomination.  
**Note well that these two very important dates should be clearly highlighted on the front page of this communication.**
- A reminder that all Clubs must be correctly affiliated with SWA to be eligible to compete in this competition. This is important for insurance purposes. Under SWA, Australian Swimming and FINA rules, an oversight in this area would affect all the other clubs involved in the competition.

- Grade allocation of competing teams.
- Event nomination cost should be made known to the clubs at this time.  
Note: Nomination fees can only be increased in consultation with the Country Committee.
- Electronic entries via Team Manager / Meet Manager  
Note: Reserves are also required to be entered or they will not be allowed to swim in that event if required
- Summary sheets for relays including swimmers where electronic entry has not been utilised (eg for a relay competitor not swimming in any individual event) Note: To be completed in triplicate: 1 to host club, 1 to SWA Records Officer and 1 retained.
- Order form for Programs
- Catering Order Form for all meals.
- Accommodation Information and summary sheet
- Payment summary form.
- Schedule of daily events
- Scratching forms.
- Relay marshalling slips

### **15.0 FINAL INFORMATION PACKAGE – see Attachment guides/forms**

The competing teams, upon arrival at the pool on Friday afternoon shall receive the final circular. This is normally collected at the pool. If a team is arriving late at night, this circular can be left at the respective accommodation.

- Information included shall consist of two complimentary team copies plus preordered copies of the program.
- A clear sketch of the pool layout showing the location of all important areas/facilities - spectator bays, march past assembly area, marshalling area, medal presentation area, scratching table, ablution blocks, kiosk(s) etc.
- Names of Meet Director and Chief Referee.
- Warm up procedures and times.
- Scratching details - where etc. All known scratchings (for both days) are to be made by 7.30 am on Saturday and any emergency scratchings are to be

made up to 15 minutes prior to the start of the stroke. Changes to be in writing and handed in to scratching table nearby to the recording area.

- Officials' roster excluding timekeeping roster.
- Medal presentation area. Medals are presented after relays then continually throughout the day after official results are known. Because of the large program and being a long weekend, there is no time to stop for medal presentations as the Monday is always reserved for the teams who have travelled the further most, to make their way home. Sponsors, VIP's, Club Presidents and coaches should be requested to present medals.

These notes are a guide only. It is up to host clubs to include any other information that they feel is necessary (eg. cyclone information kits if meet is hosted by NW club).

## **16.0 OFFICIALS AND HELPERS REQUIRED**

### **16.1 Meet Director**

The Meet Director should be from the host club and must be appointed several months before the meet preferably as much as one year if they have never attempted this before. This person should not hold any other position for the duration of the competition. They should attend all meetings and be involved with planning.

### **16.2 Chief Referee – see Nomination form attachment**

Technical Officials must apply to be appointed Chief Referee. Such applications can be made by completing the relevant form and submitting to the Country Coordinator. Nominations are then considered by the SWA Country Committee and a recommendation is made to the SWA Technical Education and Official Committee for ratification.

The host club will arrange for return travel and accommodation of the appointed Chief Referee. All decisions on swimming rules are decided by them.

### **16.3 SWA President / CEO / Country Coordinator**

Accommodation and travel shall be negotiated with the host club.

### **16.4 Technical Personnel**

The Chief Referee will organise the rotation of Technical personnel throughout the meet. The following positions will be used.

- Referees: To enhance individual training programs and assist in running the meet, District and Club referees will be requested to work as referees under supervision.
- Judges of Stroke: To comfortably run the meet there is a requirement for 3 to 4 qualified persons in these positions, preferably District referee or above.
- Clerks of Course (Marshall): Usually have one for boys and one for girls' events.
- Check Starter(s): Usually requires two. One for each gender and depending on the distance between the marshalling area and the 50 metre end of the pool, another may be necessary.
- Starter(s): At least one of the people in this position should be qualified as a Starter. This is an ideal position to gather some experience under the tuition of an experienced person.
- 2nd Computer Operator: One may be required to complete record and any other relevant certificates.
- Announcer(s): Preferably a well-presented speaker who is capable of calling event numbers, competitors' names, occasional announcements etc. (Two to three persons are ideal because of personal breaks).
- Medal Presentation Coordinators: This requires two competent people to organise. A sorting box will make the organisation much easier. Call up swimmers for medals and organise prominent persons to present medals. Special guests or executive committee members of other clubs usually present them.
- Scratching Table: Two people will be required at the beginning, however as it begins to quieten down this may be reduced to one. A radio with headset is handy to communicate between the scratching table and the Marshalling area. This makes things a lot easier.
- Photocopy person: A responsible person with a fair grip on swimming rules and a helper are required for photocopying.
- Photographer: Maybe two but it is up to committee. One for photos of the medallists and one for highlights of the competition.
- Program Sales person: To enable full financial reporting and ongoing reference for the next club, a record should be kept of program sales, number printed and number given out (ie. clubs, officials and/or guests).

- Engraver: If available in town, arrange for one on Saturday and Sunday for medals and later for trophies. An assistant would help, as it becomes a nonstop job even for two.
- Welcoming Committee: To welcome special guests, (sponsors if any) etc.
- Runners: These are very important people and must be reliable. Runners are required to help communicate with Chief Timekeeper, Recorder, Marshall (Clerk of course), Medal Presentation, Announcer, Results board, Recorder and last but not least, the Meet Director who requires one full time.
- Gate Keeper: If needed, depending on arrangements with Shire/Council.
- Drink Persons: Because the Pennants are held March of each year, summer is still well and truly full on. Rostered persons are required to half hourly serve drinks to Time keepers, Clerk of Course (Marshals), Check Starters, Computer Operators, Medal Coordinators, Technical Officials and Announcers every half hour.
- Snack Persons: To provide snacks at regular intervals to Time keepers, Marshals, Check Starters, Computer Operators, Medal Coordinators, Technical Officials and Announcers.
- Garbage Collectors: Regularly check and change the plastic liners in rubbish bins and renew when necessary. Dispose of full bags to central point.
- Toilet/Shower Monitors: Maybe two persons of each gender to check out the ablution blocks on a regular basis throughout the weekend, making sure they are clean and have a supply of soap and toilet paper. Pool staff may take on this duty but because of the large numbers expected it would be wise to provide backup for this duty.
- Club Members: General duties as apply at the time.
- Technicians: Must be people familiar with the equipment and capable of troubleshooting.
- Computer Operators: A minimum of three operators required. Backup operators desirable to provide relief.
- 2nd Computer Operator: One may be required to complete record and any other relevant certificates.
- Chief Recorder(s): Preferably an experienced person who shall be responsible for recording all results. Handles all recording problems and queries

together with the computer operator, Meet Director and Chief Referee. This person needs to be appointed early. Host club in consultation with SWA Country committee, See attachment computer Rm guide /setup

- Recorders: A minimum of four – two assisting computer operators and two checking print outs of results.
- Timekeepers: Clubs provide timekeepers on a pro rata basis. A roster shall be drawn up by the chief referee, allocating 2 hour duties to all competing clubs. Consideration will be given to clubs providing larger numbers of poolside officials.
- Chief Timekeeper(s): Preferably someone who has done chief timekeeping before. Responsible for ensuring timekeepers are in the appropriate places for each event, particularly where timekeepers must change the ends of the pool, and to ensure all equipment is functioning properly for the duration of the meet.

Chief Recorder(s): Preferably an experienced person who shall be responsible for recording all results. Handles all recording problems and queries together with the computer operator, Meet Director and Chief Referee.

### **16.5 Meet Director**

This person is ultimately responsible for running the meet with the exception of the

Rules of Swimming, which are controlled by the Chief Referee. The Meet Director may also be the Meet Coordinator but if not should work closely with the Meet Coordinator.

During the weekend of the meet, the Meet Director will be the first person to arrive at the pool each morning and the last person to leave in the evening.

The Meet Director must ensure that all the following items have been addressed:

Delegate as much as possible and give good clear instructions:

Booking the pool and arrange entry charges etc with the Shire/Council.

- Advertise date and times.
- Organise communication with all Country clubs
- Organise entry cards, summary sheets etc.
- Sort out any problems with entry cards.
- Ensure program is printed in time for meet

- Arrange pool entry and parking requirements
- Have a list of all officials available for duty. The Chief Referee assigns positions
- Sort out problems before the meet starts eg. Swimmers left out of events.
- Sort out problems during the meet. Take relevant ones to the referee.
- Handle protests with Referee and Country Coordinator if appealed.
- Delegate the organisation of all stationary
- Time-keepers' slips and Stopwatches. (At least 24 but 30 preferred) - only required to be used for backup if electronic system fails
- Scratching sheets
- Clip boards (around 40).
- Pens, pencils, highlighters, erasers, white out ink/tape, paper clips, staples and staplers for recording area,
- Upholstery type pins/Blue tack for results pin up board,
- Photocopy paper (approx. 40 reams)
- Coloured paper for the Top Six Certificates
- Delegate the organisation of all equipment
- Whiteboards for marshalling plus markers and cleaners
- Rope for marking officials' poolside walking space.
- Pin up board for race results.
- Starting Dolphin Timing System or equivalent and a back up.
- Medal presentation dais marked from left to right 2, 1 and 3.
- Medals work out how these are to be sorted.
- Starting blocks for turn end of pool (if legal) If they are the removable type, ensure they are firmly fixed to the pool.
- Shade area for club bays, timekeepers and marshalling areas.

- False start ropes (both ends).
- Backstroke flags, (both ends).
- Tables and chairs for recording area (six to eight).
- Chairs - at least eight rows of eight in the marshalling bay.
- At least four rows at the end from which the 50 metre swims will start.
- At least two rows at the Timekeepers' end of the pool.
- Chairs numbered 1 to 6 or 1 to 8 for an eight-lane pool.
- Again depending on the pool size, three chairs for three Timekeepers on each lane, plus maybe two for the Chief Timekeeper and his/her assistant.
- One PA system will be required for the announcer, with a second long lead microphone for the starter. A second, much smaller system, is only required to be heard in the immediate area of the medal presentations. It helps the mums and dads hear the result times.

## 17.0 MEDALS

Medals need to be ordered 12 to 16 weeks in advance.

Clubs should endeavour to support local business if possible. If there is no trophy outlet in your town then there are numerous suppliers advertising in the yellow pages of the 'phone directory or contact SWA.

Clubs may choose to use either different shaped medals for each grade or alternatively different coloured ribbons.

720 Medals are required in Gold, Silver and Bronze – a total of 2340 (2400) medals.

The following table will assist in the ordering of medals.

Grade	Event	Number	Medal Summary	Gold	Silver	Bronze	Total
A	Medley Relay	10	10 x 4 = 40 Each G/S/B = 120	40	40	40	120
B	Medley Relay	10	10 x 4 = 40 Each G/S/B = 120	40	40	40	120

C	Medley Relay	10	10 x 4 = 40 Each G/S/B = 120	40	40	40	120
D	Medley Relay	5	5 x 4 = 20 Each G/S/B/ = 60	20	20	20	60
E	Medley Relay	5	5 x 4 = 20 Each G/S/B/ = 60	20	20	20	60
A	F/S Relay	10	40 x 4 = 40 Each G/S/B = 120	40	40	40	120
B	F/S Relay	10	40 x 4 = 40 Each G/S/B = 120	40	40	40	120
C	F/S Relay	10	40 x 4 = 40 Each G/S/B = 120	40	40	40	120
D	F/S Relay	5	5 x 4 = 20 Each G/S/B/ = 60	20	20	20	60
E	F/S Relay	5	5 x 4 = 20 Each G/S/B/ = 60	20	20	20	60

Total Relay Medals

960

A	Individual Events	80	80 Each G/S/B/ = 88 x 3 = 240	80	80	80	240
B	Individual Events	80	80 Each G/S/B/ = 80 x 3 = 240	80	80	80	240
C	Individual Events	80	80 Each G/S/B/ = 80 x 3 = 240	80	80	80	240
D	Individual Events	80	80 Each G/S/B/ = 80 x 3 = 240	80	80	80	240
E	Individual Events	80	80 Each G/S/B/ = 80 x 3 = 240	80	80	80	240

Total Individual Medals Summary 1200

Total Relay Medals = 960  
 Total Individual Medals = 1200  
 Total Medals = 2160  
 Medals Ordered = 2310  
 Medals Needed = 2160  
 Spare Medals = 150 (50 Each of Gold, Silver & Bronze)

It is likely that five spares for each grade would probably be sufficient. This could change as the program changes. Check with the previous host club in case there are medals left over from that year, as this will reduce the cost.

### 18.0 PENNANTS, TROPHIES AND CERTIFICATES

The host club is responsible for ordering Pennants and Trophies along with the medals. They are to be all the same size and not too expensive.

#### 18.1 Award List

Award Name	Provided By
Closest to State Record Perpetual Trophy 50m Male	SWA
Closest to State Record Keepsake Trophy 50m Male	Host Club
Closest to State Record Perpetual Trophy 50m Female	SWA
Closest to State Record Keepsake Trophy 50m Female	Host Club
Closest to State Record Perpetual Trophy 100m Male	SWA
Closest to State Record Keepsake Trophy 100m Male	Host Club

Closest to State Record Perpetual Trophy 100m Female	SWA
Closest to State Record Keepsake Trophy 100m Female	Host Club
Relay Perpetual Trophy – E grade	SWA
Relay Keepsake Trophy – E grade	Host Club
Relay Perpetual Trophy – D grade	SWA
Relay Keepsake Trophy – D grade	Host Club
Relay Perpetual Trophy – C grade	SWA
Relay Keepsake Trophy – C grade	Host Club
Relay Perpetual Trophy – B grade	SWA
Relay Keepsake Trophy – B grade	Host Club
Relay Perpetual Trophy – A grade	SWA
Relay Keepsake Trophy – A grade	Host Club
Pennant – E grade	Host Club
Pennant – D grade	Host Club
Pennant – C grade	Host Club
Pennant – B grade	Host Club
Pennant – A grade	Host Club
March Past Perpetual Trophy	SWA
March Past Keepsake Trophy	Host Club

## 18.2 Pennants

Each division will compete for a Pennant. The divisions are A, B, C, D, E grade. There is a Pennant for each grade. These are awarded at the Official Closing, with announcements made from lowest to highest scoring club/team. The grades are announced in reverse order as well (i.e. the lowest scoring team in E grade is

announced first, through to the highest scoring team in E grade, then the lowest scoring team in D grade will follow. This continues to the announcement of the highest scoring team in A grade).

### **18.3 March Past**

Each year there is a competition for the best-presented club at a March Past during the Official Opening on Saturday morning. A Perpetual Trophy is awarded to the best-presented team. A replica trophy is also presented to the winning club.

### **18.4 Relays**

Each division will also compete for a Perpetual Trophy for the most points gained in relay events. A replica trophy shall be awarded to each winning club. These are awarded at the Official Closing, with announcements made from E grade through to A grade. (i.e. E grade winner is announced first, then the D grade winner will follow. This continues to the announcement of winning relay team in A grade).

### **18.5 Nearest to State Record**

A Perpetual Trophy is awarded to the male and female swimmer obtaining a time nearest the WA State Residential record for the 50m and the 100m events. A replica trophy shall be awarded to each of these swimmers.

### **18.6 Perpetual Trophies**

Perpetual Trophies are kept at the SWA Head Office. The Competition and Records Coordinator is responsible to ensure that the trophies are updated prior to the next Country Pennants and arrange for them to be transported to the meet.

When the Perpetual Trophy becomes full, SWA will bear the cost of a new one. A copy of the current State Records needs to be obtained from SWA following the conclusion of the State Championships so that these may be entered in the computer well in advance to calculate nearest to State record.

NB: Watch out for swimmers 'swimming up' in an event. eg a 12 yr old swimming in an Open event should have their time calculated against the 12 yr old record not the Open record.

### **18.7 "Top Six" Certificates**

Certificates are awarded to male and female swimmers swimming the six (6) fastest times for each stroke in 50m events and for each stroke in 100m events. They are usually handed out on Sunday evening.

This is the responsibility of the Chief Recorder or appointed person. This person will need the use of a computer (which is not being used for any other purpose) and a laser printer if attending the meet.

## **18.8 Records**

### **18.8.1 State Records**

State records may be claimed at the Country Pennants competition if electronic timing is used and the pool has been surveyed with the corresponding certificate forwarded to the SWA Office. A backup of the computer program should be forwarded to the SWA Records Officer immediately following the meet.

### **18.8.2 Country Records**

Country records may be claimed at the Country Pennants Competition

## **19.0 THE MEET**

### **19.1 Rules**

The current updated set of rules should always remain in the appropriate file. Proposed alterations, in motion form, are decided by the SWA Country Committee.

### **19.2 Events**

A program of 524 events had endured for many years. The Country Committee amended the program in 2019 to shorten the meet to 480 events. The Country Committee votes on any proposed changes to the events to be contested.

### **19.3 Stroke Order**

Saturday;

- Medley Relays
- Breaststroke
- Freestyle

Sunday;

- Butterfly
- Backstroke
- Freestyle Relays

#### **19.4 Age Groups**

The age shall be the age of the swimmer on the first day of competition. Swimmers may nominate for as many events as age and ability dictate but may swim only four (4) individual events and any number of relay events.

#### **19.5 Relays**

Relays - mixed are set out in the Country Pennant rules

#### **19.6 Reserves**

Clubs may nominate:

- Two (2) reserves for individual events ●
- Two (2) reserves for freestyle relay events ●
- Four (4) reserves for medley relay events.

#### **19.7 Nominations**

Closing Date – No later than 2 weeks prior to the competition. You will need to strictly adhere to this to meet the printer deadline. This allows sufficient time for data input into the computer program and for any relevant questions to parents/clubs to resolve the anomalies, which sometimes occur.

Fees - The Country Committee reviews the nomination fees annually.

Presently they are:

- Individual Events                   \$ 7.00
- Relays                                   \$ 15.00

Nomination cards and summary sheets together with a cheque to the value of the total applicable fees shall be sent to arrive at the host club by no later than the specified date.

A copy of all summary sheets must also be sent to the Records Officer who will check the eligibility of all nominated swimmers. Clubs should retain copies for their own reference.

## 20.0 COMPUTER PROGRAM

The official computer program for the Country Pennants is Meet Manager, the current version of which will run the meet. If you do not have this program at your club you will need to purchase it. Call SWA for further information. Note: Due to the requirement to network Meet Manager for the operation of Country Pennants, the additional networking option must be purchased if not already held by the host club.

For best results, delegate the set up and entry to a person who is familiar with the program. If this is not possible, someone who has keyboard skills and understands the basics of a swimming competition is best. Beware of calling on computer gurus who have little or no knowledge of swimming as in most cases, they will have difficulty. NB You can utilise your designated Chief Recorder for this.

Caution - A knowledge of seeding and competition swimming rules is important.

It is suggested to set up as much as possible well in advance ensuring that all records, WA State Residential, Country and Country Pennant records, are entered and correct. It will save time and frustration if the swimmers can be entered without complications as soon as nominations come in.

It is very important to allow sufficient time to print a copy of the program and have a team of people check for errors before it goes to the printer. This will save much time and embarrassment later.

At the finish of the carnival you need to backup the meet onto a USB or external hard-drive. Results are to be uploaded onto the SWA website. These may be attached to e-mails and sent to the Competition and Records Coordinator.

A hard copy of full results shall also be prepared for the Country Coordinator.

Each club receives a results package, which should contain the following:

- List of all pennant winners and points for all divisions
- List of relay pennant winners and points for all divisions
- Results of the March Past and nearest to State Record winners.
- Copy of the full results of that division

Preparation of results packages is a huge job so it is best to do it as it happens during the weekend. Then at the conclusion of the meet only the summary of overall results needs to be added. Some clubs who opt not to attend the presentation will want theirs before they "hit the road". The others may be collected during the presentation function.

## 21.0 PROGRAM OF EVENTS

Because of the size of the program it is wise to consider having it printed by a professional printing company. Most country printers are too small to handle the task in the short time span so printer with previous experience in printing programs for swim meets should be considered. SWA can be contacted for current recommendations.

Make an early booking with a firm and establish the computer program in use to ensure that the printers can read e-mailed material. The printing firm will indicate an absolute deadline that the seeded event lists may be received. Ensure the programs are available several days before the meet to allow time for transportation to the venue. "Compressed doubles" format is recommended for the coaches and public.

Apart from the seeded events the following items are usually included in the program and can be forwarded to the printing firm well in advance of the seeded events.

- The cover design
- Advertising material and logos
- Welcome letters
- Club grading and abbreviations
- Officials' lists
- Timekeepers' roster
- Daily schedules
- Warm up roster
- Other relevant information

A message should be included early in the program urging visiting athletes and clubs to stay for the Official Closing Ceremony as it forms part of the Meet, and is an excellent way to show respect and appreciation to the host club, swimmers and volunteers for their efforts in ensuring the success of the Meet.

### **21.1 The Cover**

It is preferred, to give the cover an image befitting the importance of the Country Pennants competition to the clubs in attendance. It may represent an industry of the local area and also include a country flavour.

### **21.2 Sponsors**

Major and minor sponsors should be acknowledged throughout the program. Logos can be scanned and forwarded to the printer.

### **21.3 Welcome Letters**

The Shire President, SWA President, Country Coordinator and the President of the host club should be asked if they would like to contribute a letter of welcome. Ensure your requests are made early. Do not expect these busy people to produce a letter overnight.

### **21.4 Club Grading and Abbreviations**

The SWA Country Committee will advise the grading. It is very important to use the standard SWA abbreviations as they appear on the SWA website.

### **21.5 Officials List/Timekeepers Roster**

The SWA appointed Chief Referee will compile an officials' list from those officials nominated by the competing clubs. The Chief Referee should also prepare the Timekeepers' Roster to ensure an equitable distribution of duties. Clubs, which provide a large number of pool deck officials, will be allocated fewer timekeeping slots.

### **21.6 Daily Schedules**

Be guided by the tried and tested schedule used for many years now. Local conditions may necessitate slight variations but generally this timetable has worked well.

### **21.7 Warm up Roster**

Duty of care requires that the warm up sessions are organised and supervised.

Two different approaches have been used and the host club will need to decide and advertise their chosen approach.

Each team can be allocated 1 lane for a limited time – 20 mins – spread over 5 or 6 timeslots.

Alternatively, the competing teams are divided into two groups and allocated either the first hour or the second hour of the warm up session. Rules similar to those used at SWA meets are set in place and well-advertised.

### **21.8 Other Information**

This may include details of souvenir items on sale during the weekend or local happenings eg the arrival of the world's biggest iron ore carrier, a well-known performing artist who may happen to be in town etc.

The price of the program is set by the Country Committee. Normally Country Pennants Event Programs are pre ordered and paid before the weekend. A few extra copies (10 – 20) could be ordered for sale to members of the general public who may have no attachment to a club.

Each team shall be given two free programs for club officials. Each club shall be responsible to collect their order from an assigned location (usually the pool) upon arrival on Friday.

### **21.9 Working Programs**

- The working programs will consist only of the actual events and should be photocopied by the host club.
- 40 programs are required without a cover and only one staple in the top left hand corner for the officials each day. These comprise:
- 2 x one event per page programs for the Marshals.
- 3 x 2 relay events per page programs for Marshals
- Once an event has been marshalled the Clerk of Course passes the page to the Check Starters
- 2 x single column programs for the Chief Referee and their assistant.
- 4 x standard programs without front cover and only one staple for JOS's.
- 1 x standard program without front cover and only one staple for the Starter.
- 2 x standard programs without front cover and only one staple for the scratching table
- 2 x standard programs without front cover and only one staple for the Recorders

- 2 x standard programs without front cover and only one staple for the Computer Operators
- 1 x standard program without front cover and only one staple for the Records Person
- 1 x standard program without front cover and only one staple for the Announcer.
- 1 x standard program without front cover and only one staple for the Meet Director
- Spare copies

## **22.0 TIMETABLE FOR THE WEEKEND**

### **22.1 Starting Times**

Over the years timing has become fixed to enable an early completion time on Sunday. The following times do work and unless there is a large increase in the number of teams nominating to participate the timetable will most likely endure for some time.

### **22.2 Friday of the Weekend**

3.00pm An information Bay should be set up and Training sessions by arrangement only with the pool staff. Pool fees will probably apply in most towns.

### **22.3 Saturday of the Weekend**

5.00-am Team training/warm ups.

7.15am Officials' meeting in the Officials tent or room if available.

7.30am Swimmers are to marshal for participation in the March Past. (Assembly point to be determined by the Host club).

7.45am March Past.

8.00am Official Opening (see Item 23 below).

8.30am Meet commences for day 1 (breathe a sigh of relief!)

6.00pm Barbecue at the appointed location (optional)

## **22.4 Sunday of the Weekend.**

5.30am	Breakfast venue opens at the same location as previous day.
5.30am	Team training/warm ups.
7.30am	Clear the pool.
8.00am	Meet commences for day 2. So far so good!

On Sunday afternoon, the presentations will be made within the complex beginning immediately after the conclusion of the competition. It is best to cut the ceremony as short as possible as most teams wish to commence their return journey ASAP.

## **23.0 OFFICIAL OPENING - see Attachment**

The meet is usually opened by a prominent member of the local community eg Shire President, an MP or alternatively a prominent member of the swimming fraternity eg the President of SWA.

The President of the host club can act as MC during the Official Opening.

## **23.1 March Past**

The Official Opening begins with a March Past of all competing clubs

Teams will need to be assembled in an area adjacent to the pool complex. Signs arranged in march past order will facilitate the organisation of the large number of excited swimmers.

The host club for the next Country Pennants leads the parade. All other teams march in alphabetical order with the host club entering the pool last.

There is a trophy for the Best Presented Club so you will need to arrange a panel of independent judges to decide the winner of the trophy.

## **23.2 National Anthem**

This may be a recorded version played over the PA system. Many clubs, however, prefer to engage a local musical group and/or vocal artist to play/sing the Anthem.

## **23.4 Oaths - see Attachment**

A swimmer from the host club should read the Athletes Oath.

A coach from the host club should read the Coaches Oath.

A representative Technical Official should read the Technical Officials Oath.

### **23.5 Welcome to Country**

A welcome to country should be included at the beginning of the Opening Ceremony before any presentations are made or swimming commences.

### **23.5 Presentations**

If there are any special presentations to swimmers or officials these can be made following the Official Opening before the swimming commences.

### **24.0 Official Closing – see Attachment**

The meet is usually closed with a presentation and ceremony. This ceremony is controlled and run by the Country Coordinator in consultation with the President of the host club.

The President of the host club will give the official closing speech.

### **24.1 Presentations**

The Country Coordinator is to ensure the set-up of the presentation area, tables, seating, microphone, trophies & awards/certificate, including confirmation from Chief Recorder that all results & certificates are available for presentation.

Country Coordinator must have liaised with host club prior to confirm the award presenters i.e. Shire Representative, SWA Representative, Sponsors, and Distinguished Guests.

Presentations include:

- March Past Trophy
- Dash for Cash (if one was held during the meet)
- Top 6 Certificates
- Country Pennant Record Certificates
- Closest to State Record Trophies
- Relay Trophies
- Pennants

NB: the perpetual trophies do not physically go with swimmers or clubs.

Immediately after the presentation, perpetual trophies are boxed and returned to the SWA office. The Country Coordinator and SWA will organise the update and engraving of all trophies. The Country Coordinator will keep a copy of results. SWA and the Country Coordinator will consult with the host of Country Pennants to organise for the trophies to be collected prior to the meet.

The Country Coordinator closes the meet after all presentations are made, and welcomes all to the following year's Country Pennants.

## **25.0 FINANCIAL STATEMENT**

### **25.1 Cost Analysis**

While the program is self-funding it is necessary that the accounts are monitored to ensure that the host club for next year has a clear vision of the cost implications.

## **26.0 ENQUIRIES**

Please direct any further questions to:

Country Coordinator: Jan Smith

Ph: 9641 2409

Email: [country.coordinator@wa.swimming.org.au](mailto:country.coordinator@wa.swimming.org.au)

Records Officer: Tony Ball

Ph: 9419 1539

Email: [tball@iinet.net.au](mailto:tball@iinet.net.au)

Swimming WA Projects Officer: Will Rollo

Ph: 9238 4599