



APPENDICES

of

SWIMMING NSW LTD

| Adopted or Amended | By Whom | Date |
|---------------------------|--------------------|-------------------|
| Amended | Board of Directors | 20 March 2007 |
| Amended | Board of Directors | 25 July 2007 |
| Amended | Board of Directors | 17 September 2008 |
| Amended | Board of Directors | 22 December 2010 |
| Reviewed | Board of Directors | 26 October 2011 |
| Amended | Board of Directors | 30 October 2012 |
| Reviewed | Board of Directors | 2 December 2014 |
| Amended | Board of Directors | 6 December 2016 |
| Amended | Board of Directors | 1 August 2017 |

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NOTE:

1. For information and the FINA rules governing undermentioned items please visit the FINA website <http://www.fina.org>

FACILITIES RULES see FINA RULE FR1;

SWIMMING POOLS see FINA RULE FR2;

SWIMMING POOLS FOR OLYMPIC GAMES AND WORLD CHAMPIONSHIPS see FINA RULE FR3;

AUTOMATIC OFFICIATING EQUIPMENT see FINA RULE FR4.

2. For information and the Swimming Australia Ltd. (SAL) rules governing undermentioned items please visit the SAL website <http://www.swimming.org.au>

SWIMMERS WITH A DISABILITY RULES

3. For information and Swimming New South Wales Ltd. guidelines governing undermentioned items please visit the Swimming New South Wales website <https://www.nsw.swimming.org.au>

SWIMMING NSW CLUB OPERATIONAL MANUAL

HANDICAPPING

CONDUCT OF OPEN WATER SWIMMING EVENTS

APPENDIX A

DUTIES AND RESPONSIBILITIES OF THE TECHNICAL MANAGER AND THE MEET DIRECTOR

The following are the duties and responsibilities of the Technical Manager and the Meet Director.

The **Technical Manager** shall be responsible for the conduct of all technical aspects of the Meet and ensure the decisions of the controlling body, which do not come within the jurisdiction of the Referee, are carried out and performed.

For NSW State Swimming Championships the Chief Executive Officer will appoint the Technical Manager.

The duties relating to the **Meet Director** are intended as a guide and should not be regarded as Rules or interpreted as either usurping the authority of the Referee whose duties and responsibilities are clearly defined in the Rules of Swimming.

The information is based on requirements for the NSW State Swimming Championships. For meets of a lesser nature, the following points should be considered but modification may be necessary to fill the particular requirements of the Area or Club.

| | Technical Manager | Meet Director |
|---|-------------------|---------------|
| Attendance and General Duties | | |
| Attend each State swimming competition for the duration of the event. | X | X |
| Arrive at the venue at least 90 minutes prior to the meet commencing for each session. | X | X |
| Manage the assembling of the Technical Officials for the march out for each session. | X | |
| Distribute event programs and relevant equipment to Session Referee at | X | X |
| Work with relevant SNSW staff to ensure that the venue is safe for competition and conducted in accordance with SNSW Rules, By-Laws and Policies. | X | X |
| Where required, involved in key decision making prior to and during the event. | X | |
| Mentoring and oversight of any Assistant Technical Manager. | X | |
| Technical Officials Briefings | | |
| Provide guidance and support to session Referees when they conduct daily briefings with Technical Officials at each meet | X | |
| Provide support and advice to Technical Officials during the meet. | X | |
| Deal with any issues as they arise in relation to officiating at events | X | |
| Team Manager Briefings | | |
| Participate in the Team Manager briefing at each State event. | X | X |
| Venue Equipment Check | | |
| Before the commencement of each session check that all the equipment for the meet is ready and in place and that it meets the standard required and conforms to the rules including, but not limited to, the timing system, scoreboard, lap counters and starting device. | X | X |
| Work with SNSW events staff and venue attendants to ensure the Competition Pool is cleared 15 minutes before the commencement of each session of the Meet | X | X |
| Work with SNSW events staff and venue staff to ensure that a completed pool survey is conducted so the competition pool is certified for any record set. | X | X |
| Entries | | |
| Address any queries, with SNSW staff and Chief Recorder, on entries and results | X | X |
| Event Timing | | |
| Ensure copies of the event timeline are distributed to relevant officials prior to the session. | X | X |
| Work within the parameters of the event timeline and ensure the meet runs to schedule taking into consideration time saved through amalgamations and reseeds | X | X |
| Protests | | |
| Ensure that all protests are dealt with as per the Rules, in liaison with the Referees | X | |
| Decision Making | | |
| Make final decisions on late relay entries, medical certificates and body taping | X | |
| Make final decision on interpretation of SNSW Rules and By-Laws | X | |
| Technical Official Development | | |
| Work with SNSW TSC to promote the development of elite officiating in NSW | X | |
| Liaison | | |
| Consult with the CEO in relation to decisions of a controversial nature | X | X |
| | | |
| Report | | |
| A the conclusion of the Meet submit to the CEO a full report with recommendations | X | X |

| | Technical Manager | Meet Director | SNSW Staff |
|---|-------------------|---------------|------------|
| Prior to the Date of the Meet Check with CEO | | | |
| All Meet Staffing is in order | X | X | X |
| Liaise with television producer/director or photographers on position so as not to inconvenience competitors, officials or spectators | X | X | |
| Admission gates arranged for Competitors, Spectators and Officials | | X | X |
| Adequate Change is available | | X | X |
| Check that Control Room and Recorders have stationery and equipment | X | X | X |
| Check that Technical Officials have been appointed, notified and that the Meet will be adequately staffed. | X | X | X |
| Check on publicity with the Chief Executive Officer | | X | X |

| Prior to the Date check on the pool facilities with Pool Manager | Technical Manager | Meet Director | SNSW Staff |
|---|-------------------|---------------|------------|
| Time that pool is available | X | X | X |
| Control /Recording Room facilities, tables, chairs, lighting | X | X | X |
| Officials briefing area | X | X | X |
| Seating for competitors and Officials (Cover) | X | X | X |
| Public Address System – check condition and hire if necessary | X | X | X |
| Press Room and telephone requirements | X | X | X |
| Marshalling Area and hire tent if necessary | X | X | X |
| Judges stand if required | X | X | X |
| Lane ropes | X | X | X |
| Backstroke flags | X | X | X |
| False Start rope | X | X | X |
| Marshalling Event display | X | X | X |
| Lap Counters | X | X | X |
| Lane Numbers | X | X | X |
| Additional Lighting if required | X | X | X |
| Ropes or barricades for spectator area | X | X | X |
| Automatic Officiating Equipment if installed | X | X | X |
| Results and point score board | X | X | X |

| Arrange for delivery to pool of the following : | Technical Manager | Meet Director | SNSW Staff |
|--|-------------------|---------------|------------|
| Approved Starting Equipment | | | X |
| Lap Counters | | | X |
| Presentation dais | | | X |
| Presentation Tray | | | X |
| Competitors clothes boxes | | | X |
| Portable AOE if required | | | X |
| AOE Ancilliary equipment | | | X |
| Stop Watches if required | | | X |
| Audio equipment, recordings for music, fanfares etc. | | | X |
| Admission price signs | | | |
| Urns, Cups, Refreshments | | | X |
| Original Entry cards and summaries | | | X |

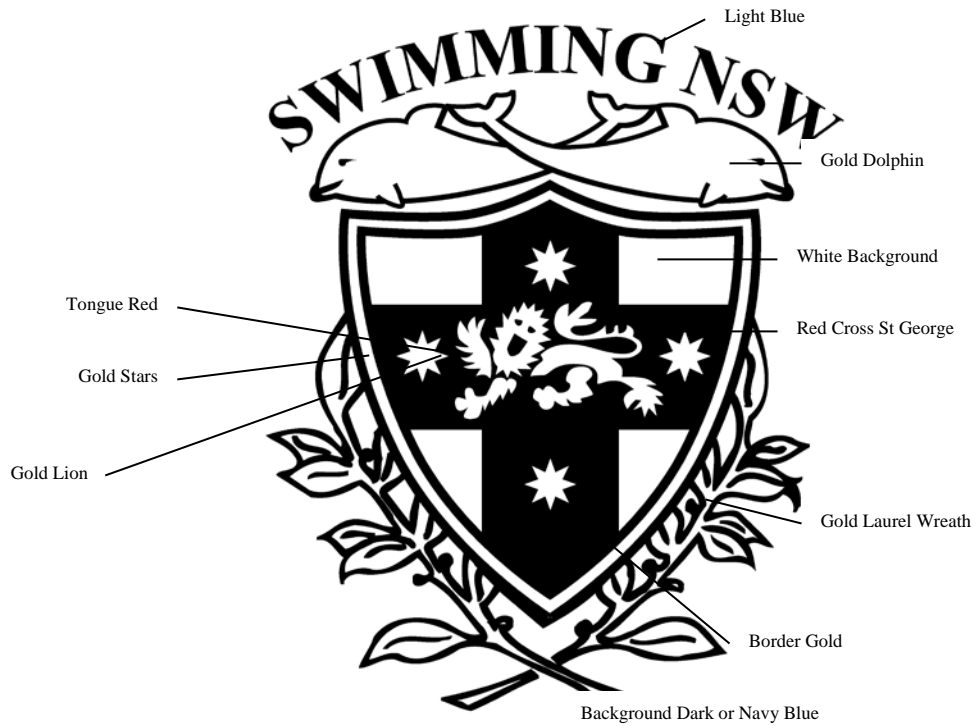
| | | | |
|-----------------------------------|--|--|---|
| Programmes, check progress | | | X |
| Judges sheets if required | | | X |
| Record forms | | | X |
| Computers and Software | | | X |
| List of current SNSW Records | | | X |
| Accident Incident Report | | | X |
| SNSW Rule Infraction Report Forms | | | X |
| Withdrawal Forms | | | X |
| | | | |
| Perpetual Trophies | | | X |
| Medals | | | X |
| Ribbons | | | X |
| | | | |
| Merchandise | | | X |

APPENDIX C1



Refer By-Laws 41 and 43
Swimming New South Wales Badge

APPENDIX C2



Refer By-Law 43.3

Swimming New South Wales Badge with Laurel Wreath

APPENDIX C3



Refer By Law 41

Swimming New South Wales Company Logo

APPENDIX D1



Solid 9Kt Gold

Approx 24.5mm Diameter

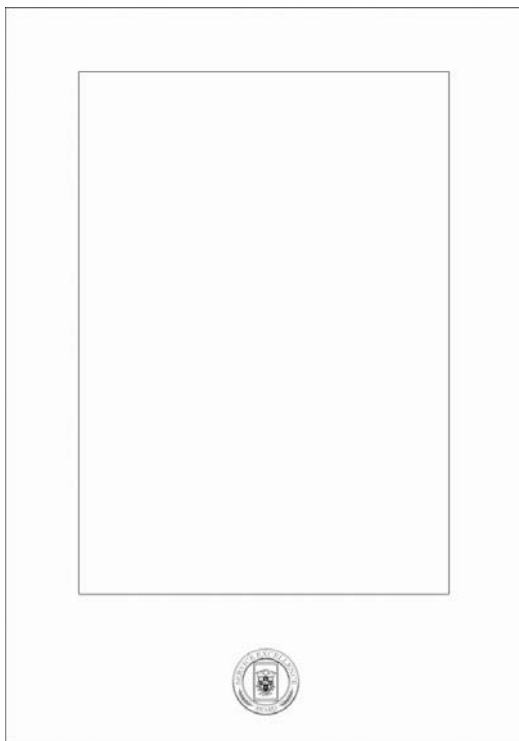
Refer Clause 5.3
Life Members Medallion

APPENDIX D2



Sterling Silver

Approximately 38mm Diameter



Refer By Law 39
Service Excellence Award