



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
Amended	Board of Directors	28 January 2020
Reviewed	Board of Directors	15 March 2022

CONTENTS

APPENDIX A	DUTIES AND RESPONSIBILITIES OF THE TECHNICAL MANAGER	4
APPENDIX B	APPLICATION FOR RECORD	7
APPENDIX C1	SWIMMING NEW SOUTH WALES BADGE	8
APPENDIX C2	SWIMMING NEW SOUTH WALES BADGE WITH LAUREL WREATH	9
APPENDIX C3	SWIMMING NEW SOUTH WALES LTD. COMPANY LOGO	10
APPENDIX D1	LIFE MEMBER MEDALLION	11
APPENDIX D2	SERVICE EXCELLENCE AWARD MEDALLION	12

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

The Technical Manager (TM) is the representative of the promoting body (Swimming NSW Board of Directors) and has the responsibility to ensure that the rules, procedures and policies of Swimming NSW are followed and enforced.

For SNSW Championships the following items need to be considered. They are not totally inclusive and circumstances will arise that are not covered by the points listed below.

Meets conducted by Areas/Clubs will need to adapt the duties of the Technical Manager to suit their particular needs.

- ◆ The Technical Manager should arrive at the venue at least 90 Minutes prior to the commencement of the program and remain in attendance for the duration of each session.
- ◆ Liaise with the appointed Announcer(s) to ensure that correct protocols are followed regarding announcements. (Where appropriate the Referee should be included).
- ◆ Where authorised, make a final decision on a swimmer's eligibility to compete, delayed or missed entries, body taping and medical certificates.
- ◆ Should a swimmer become unwell or injured during an event, ensure that a medical clearance is provided before allowing that swimmer to compete in further events at the meet.
- ◆ With SNSW staff or local organising Committee ensure that the venue and pool conform to all safety and health requirements prior to the start of each session.
- ◆ Ensure that the Competition Pool is cleared 15 minutes prior to the commencement of each session.
- ◆ Ensure that all the equipment required to conduct the meet is available, operating correctly and where applicable, correctly positioned and ensure that a pool survey has been attended to (if required).

This includes but not limited to;

- Electronic Timing equipment.
- Scoreboard.
- Starting equipment.
- Lap counters.
- False start rope.
- Backstroke flags.
- Lane Ropes.
- Events or Claims Board
- Backstroke starting ledges.
- Public address system.
- Medal presentation trays.
- Medals. (sufficient of each colour)

- ◆ Throughout the session observe that all equipment is operating correctly and if needed organise timely repair or replacement for any equipment that becomes faulty or is damaged.
- ◆ Ensure that the Referee has assembled the Technical Officials for a punctual “march on” prior to the start of each session and that reflects the published timeline.
- ◆ Ensure that programs and timelines are available for distribution to the Technical Officials.
- ◆ Provide support to the Referee and Technical Officials throughout the meet as requested to do so.
- ◆ Prepare lists of VIPs, dignitaries or other people who have been invited to present medals and provide copies to the Announcer and Medal Presentation Officers.
- ◆ Receive copies of the official results from the Chief Recorder. Check that the listed placings are correct. E.g. Equal places, visitors etc.
- ◆ With the Presentation Officers and Medal Ceremony Officers, ensure that all medallists have reported to the Presentation Area and ensure the medal presentations are conducted in an orderly manner.

- ◆ If required, appoint the members for a Jury of Appeal and ensure that the Chairperson is provided with all necessary documentation and information relating to the original protest.
- ◆ Promptly advise the protestor and Referee of the result of the Jury of Appeal's decision.
- ◆ Throughout the session ensure that the Swimming NSW rules, procedures and policies relating to the conduct of the swimming meet are observed. These include;
 - Field of Play Access policy.
 - Safe Sport Framework
 - Diver Entry for Competitive Swimming Policy
 - Entry Procedure Policy.
 - Incident Management Strategy

APPLICATION FOR RECORD

PLEASE PRINT APPLICATION – Application is hereby made for the recognition of the performance by :

_____	_____	_____
Given Name	Surname	Date of Birth
TEAM		
1. _____	_____	_____
Given Name	Surname	Date of birth
2. _____	_____	_____
Given Name	Surname	Date of birth
3. _____	_____	_____
Given Name	Surname	Date of birth
4. _____	_____	_____
Given Name	Surname	Date of birth
Of _____	Club within _____	Area _____
On _____	at _____	Pool _____

PLEASE CIRCLE AS APPLICABLE	NEW SOUTH WALES	ALL COMERS	COUNTRY	METROPOLITAN						
	SHORT COURSE	LONG COURSE								
	MEN OPEN	WOMEN OPEN	BOYS AGE	GIRLS AGE						
	10 & Under	11	12	13	14	15	16	17	18	Open
	BUTTERFLY	BACKSTROKE	BREASTSTROKE	FREESTYLE	MEDLEY					
	50	100	200	400	800	1500	Metres Record			

TIMING REPORT : The applicant's actual times recorded were :

A: _____	Timekeeper : _____
	Signature
B: _____	Timekeeper : _____
	Signature
C: _____	Timekeeper : _____
	Signature
_____	AOE Supervisor : _____
	Signature
_____	Checked By : _____
	Signature
Type of Electronic Equipment used : _____ (e.g. Omgea, Daktronics etc)	

REFEREES REPORT : In making this application on behalf of the above named, I certify that the current conditions and rules of Swimming Australia Ltd and FINA were strictly enforced for the performance in :

PLEASE CIRCLE	SCRATCH RACE	CHAMPIONSHIP	SPECIAL APPROVED ATTEMPT ON RECORD
	Referee : _____		
	Print Name	Signature	

On behalf of Swimming NSW I certify that the _____ pool has been registered as a course suitable for the establishment of a Swimming New South Wales Record and that all other Rules relating to establishing records have been strictly adhered to. (SW12)

CEO: Swimming NSW _____

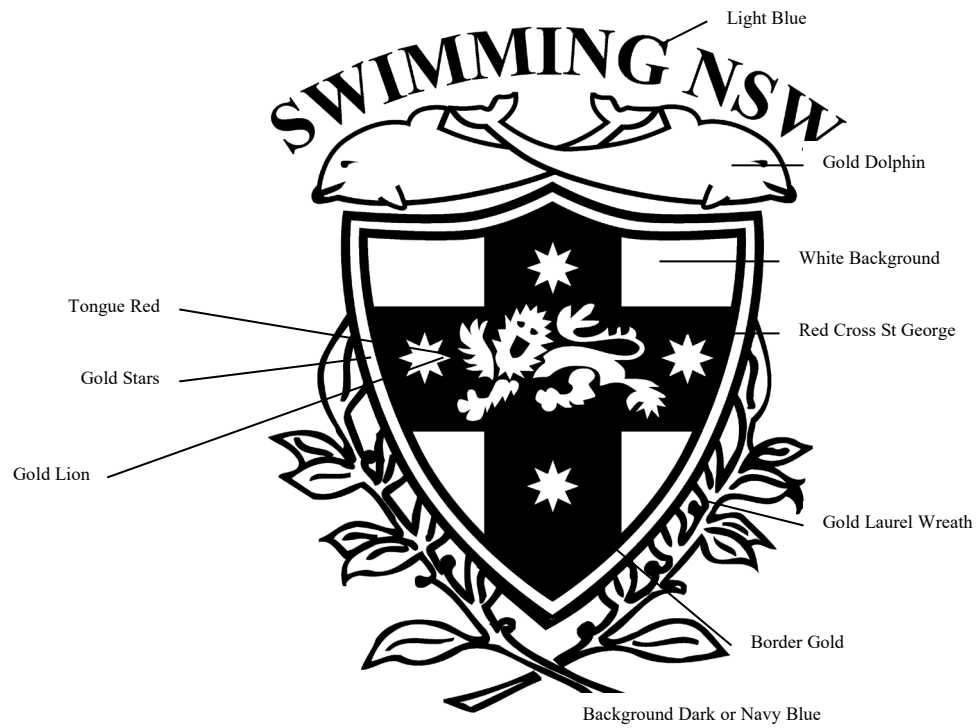
Print Name Signature Date

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

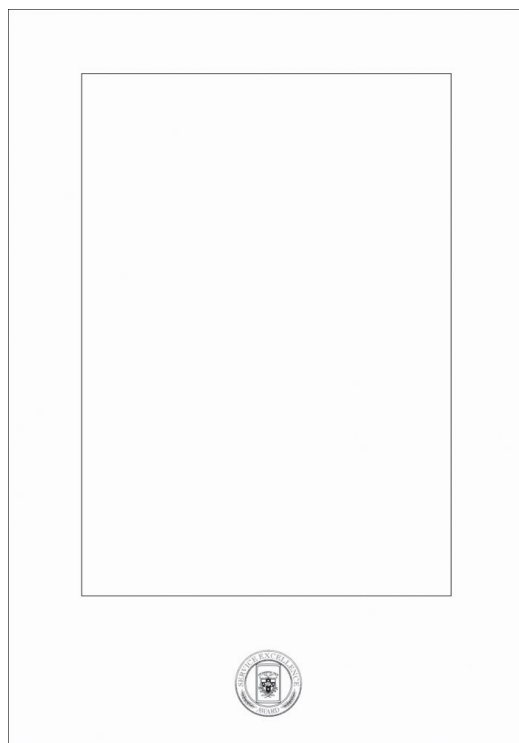
Refer Clause 5.3
Life Members Medallion

APPENDIX D2



Sterling Silver

Approximately 38mm Diameter



Refer By Law 39
Service Excellence Award