



GUIDELINES FOR RUNNING YOUR SCHOOL SWIMMING CARNIVAL

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FOREWORD

This package developed by Swimming New South Wales, contains details and all the information needed by school staff to conduct a successful swim meet.

It is a practical guide with easy to follow instructions on all aspects of a school swim meet, from a small one-teacher school to a major representative championship. The information enclosed can be used to ensure all aspects of your swim meet are conducted as efficiently as possible.

We recommend this publication as a valuable resource to all schools and encourage all sports teachers and principals to contact Swimming NSW and utilise the network of swimming Clubs and Areas that are readily available to assist with the conduct of your swim meets.

Yours in Swimming,

Swimming NSW

INTRODUCTION

These guidelines will help assist your School or District to run a successful swim meet.

It is important that the school meet is run with an element of “fun and enthusiasm” and that the students are encouraged to participate. The emphasis should be on “having a go” rather than winning.

The following information provides an overview for the running of a swim meet. It has been prepared solely with the aim of assisting the school swim meet organiser and is provided as a resource.

The structure of your swim meet depends on its purpose. The emphasis in these guidelines is on competition swimming and its requirements. Participation meets, with largely non-competitive events or activities can be run with a less formal structure.

Irrespective of the standard of competition level, the swimmer’s recorded time is usually the basis for selection in a school or district team. Therefore, your meet should be set up to provide accurate and reliable times, whilst not losing the fun and participation elements. A back up system to verify the times, such as Finish Judges, will greatly increase the reliability and credibility of all results. Finish Judges, working as a team with the Timekeepers and Referee, will usually provide sufficient evidence to resolve all disputes.

Swimming NSW Development Officers

Would you like a Swimming NSW Development Officer to visit your school or attend your Swimming Carnival?

Swimming NSW has a network of Development Officers that can;

- ✚ attend your School Swimming Carnival**
- ✚ organise an Australian Swimming Team member to visit your school**
- ✚ give a presentation to your students on how to get involved in the sport of swimming**

To get in contact with your local Development Officer please contact Sarah.Koen@nsw.swimming.org.au

Swimming NSW School Swim Meet Policy for the Recognition of Qualifying Times

Any Swim Meet conducted by schools, school association or groups who wish to have their Meets recognised for the purpose of achieving qualifying standards must meet the following requirements.

1. Prior approval, in writing, must be sought from Swimming NSW (Send your requests to results@nsw.swimming.org.au). Under no circumstances will times be accepted where prior approval has not been given.
2. The names of the intended Referee and Starter must be provided at the time of application for recognition of the Meet. (Send the information to results@nsw.swimming.org.au).
3. Must be refereed by a currently accredited, registered Referee (To check this information, contact Swimming NSW at admin@nsw.swimming.org.au)
4. Must be conducted under the Rules of Swimming NSW (The Swimming NSW Rules are available from <https://nsw.swimming.org.au/>)
5. The Starter must be a fully accredited and registered Starter. That is, a 'restricted' or 'school credential' is not acceptable (To check this information, contact Swimming NSW at josh.karp@nsw.swimming.org.au).
6. Times must be recorded by electronic timing equipment (to book electronic timing for your meet, click [here](#))
7. Swimming NSW to verify that the Referee and Starter have the required qualifications.
8. The results must be forwarded to Swimming NSW within seven (7) days* and must include the names of the Referee and Starter who actually officiated at the Meet. *for the avoidance of doubt, this is a period of 168 hours, commencing from 12am on the day following the conclusion of the meet. Send your results to results@nsw.swimming.org.au.
9. All swim Meets conducted by school associations etc that achieve the above criteria can submit times for recognition as qualifying standards.

PRE-MEET CHECKLIST FOR THE MEET DIRECTOR

A Meet Director is to be appointed who will attend to the following pre-meet activities:

Program of Events

The program for your meet, (i.e. the events and the order in which they are to be swum), needs to be designed for the purpose of the meet, the time available at the pool, the number of swims each competitor is allowed and the rest time they will need between swims.

SWIMMING NSW HELP: Appendix A (Primary School) and Appendix B (Secondary School) are included as sample programs in which representatives for the Zone or District level meet are to be selected.

Many schools follow a similar program of events as that used in their District or Zone carnival, thereby enabling the swimmers to establish times for these events over the same distances.

Pool and Equipment

If you have a choice of pools, choose the one which best suits the type and level of the meet you wish to run. A competition carnival needs the following features and equipment:

- Adequate spectator seating/shaded or covered area
- Adequate seating for officials
- An area to enable the marshalling of competitors
- A suitable covered area for recording results
- Numbered lanes
- Lane ropes
- Backstroke flags
- False start rope
- Judges stand
- Public address system

It is important that the pool booking is confirmed with the pool operator/lessee prior to the meet date and that a list of the equipment required is provided to the pool staff. A visit to the pool will usually confirm the adequacy of the venue for competition.

Personnel

The following qualified officials are essential for the meet to be deemed a qualifying meet (i.e. times achieved at this meet can be submitted to Swimming NSW for athletes to use at other carnivals):

- Referee
- Starter

Additional people required are:

- Chief Timekeeper (who will be responsible for the supervision of the lane timekeepers through the day)
- Lane Timekeepers (if possible 3 per lane (1) of whom shall be appointed the Chief Lane Timekeeper). Ensure adequate numbers of stopwatches are available.
- Chief Judge plus two Judges (when not using 3 Timekeepers per lane). It helps to appoint one from each house/school)
- Recorders (for results, records and point score)
- Marshal/Check Starter
- Announcer
- Lifesavers (generally pool staff)
- A Meet Director (school official in charge of the competition)

Personnel roles and responsibilities have been included in the Appendices for Marshals, Timekeepers, Judges and Recorders. (No information is included for the Referee and Judge of Strokes or Starter, as these officials should be qualified Swimming New South Wales officials, who have an expert knowledge of the current Rules of Swimming).

SWIMMING NSW HELP: If you need help sourcing officials for your meet, Swimming NSW may be able to help, simply complete this form by clicking [here](#)

Entries

It is desirable that all entries are received prior to the day of the meet so that a full program, including the names of all swimmers, can be compiled, and distributed to spectators and swimmers before the commencement of the carnival. Entries for some events could be accepted on the day, but remember that this reduces control in the Marshalling area and also adds to the running time of the meet. Swim Meet software such as Meet Manager and Team Manager will help you organize entries and produce a competition program.

SWIMMING NSW HELP: These programs (including a computer) can be hired from Swimming NSW and is included with the Electronic Equipment Hire.

Results

Possible considerations are:

- If a point score is required to determine the premier house/school refer to Clause 6 of Appendix F Notes for Recorders.
- Verification of the competitor's times may be required for entry to the next level of competition.

If possible, paper results can also be posted up on a noticeboard at the pool on the day.

If the school or district would like the meet to be considered as a qualifying meet, a Meet Manager Backup File and Team Manager Results File needs to be emailed to results@nsw.swimming.org.au within seven (7) days* of the meet date along with the name of the Starter & Referee. *for the avoidance of doubt, this is a period of 168 hours, commencing from 12am on the day following the conclusion of the meet.

DAY OF MEET CHECKLIST FOR THE MEET DIRECTOR

Referee and Starter

Ensure you introduce yourself to the Referee and Starter at least a half hour prior to the commencement of the meet. The Referee will work with you to ensure the meet runs smoothly and that systems are in place to produce accurate and reliable results. The Referee will also work with you to resolve any disputes with parents or swimmers.

Pool and Equipment Set Up

At least one (1) hour before the advertised starting time, ensure equipment is in place and ready (i.e. lane ropes, backstroke flags, false start rope, judges stand, tables, chairs, public address system etc.)

Announcer

Locate a suitable position so that the Announcer has a clear view of the pool and surrounds. Also check that the Announcer can be heard around the pool, especially when announcing event numbers for the marshalling areas.

Marshalling

The Marshalling area should be in a shaded area and in close proximity to the start end of the pool.

Recording Results

Ensure entries, results slips, copies of program and other documentation is delivered to the pool. Additionally, make sure there are sufficient tables and chairs are in a quiet, designated area for Recorders and that they have unrestricted access to the Referee and Announcer.

Refreshments

Appoint someone who will take charge of catering on the day of the meet, ensuring suitable refreshments are supplied throughout the day, in particular sufficient fluids to officials/volunteers.

APPENDIX A:

SAMPLE PROGRAM FOR PRIMARY SCHOOL MEET

EVENT NO		EVENT	AGE
Girls	Boys		
1	2	200 Individual Medley	Open Final
3	4	50m Freestyle	8 Years
5	6	50m Freestyle	9 Years
7	8	50m Freestyle	10 Years
9	10	50m Freestyle	11 Years
11	12	50m Freestyle	12 Years & over
13	14	50m Breaststroke	Junior
15	16	50m Breaststroke	11 Years
17	18	50m Breaststroke	Senior
19	20	50m Backstroke	Junior
21	22	50m Backstroke	11 Years
23	24	50m Backstroke	Senior
25	26	50m Butterfly	Junior
27	28	50m Butterfly	11 Years
29	30	50m Butterfly	Senior
LUNCH BREAK IF TIME ALLOWS			
31	32	100M Freestyle-Timed Finals only	Open Timed Final
Finals of all the above events (e.g. fastest 6 or 8 from all heats depending on number of lanes available)			
33	34	4 x 50m Freestyle	9 years & under
35	36	4 x 50m Freestyle	Junior
37	38	4 x 50m Freestyle	11 Years
39	40	4 x 50m Freestyle	Senior

APPENDIX B:

SAMPLE PROGRAM FOR SECONDARY SCHOOL MEET

EVENT NO	EVENT	DESCRIPTION	APPROX TIME
1	NOVELTY EVENT		
2	Boys 12 years	50m Freestyle	9.15 am
3	Boys 13 years	50m Freestyle	
4	Boys 14 years	50m Freestyle	
5	Boys 15 years	50m Freestyle	
6	Boys 16 years	50m Freestyle	
7	Boys 17+ years	50m Freestyle	
8	Girls 12 years	50m Freestyle	
9	Girls 13 years	50m Freestyle	
10	Girls 14 years	50m Freestyle	
11	Girls 15 years	50m Freestyle	
12	Girls 16 years	50m Freestyle	
13	Girls 17+ years	50m Freestyle	
14	NOVELTY EVENT		
15	Boys 12 years	50m Breaststroke	10.30 am
16	Boys 13 years	50m Breaststroke	
17	Boys 14 years	50m Breaststroke	
18	Boys 15 years	50m Breaststroke	
19	Boys 16 years	50m Breaststroke	
20	Boys 17+ years	50m Breaststroke	
21	Girls 12 years	50m Breaststroke	
22	Girls 13 years	50m Breaststroke	
23	Girls 14 years	50m Breaststroke	
24	Girls 15 years	50m Breaststroke	
25	Girls 16 years	50m Breaststroke	
26	Girls 17+ years	50m Butterfly	
27	NOVELTY EVENT		

EVENT NO	EVENT	DESCRIPTION	APPROX TIME
28	Boys 12,13& 14 years	50m Backstroke	11.45 am
29	Boys 15,16 & 17+ years	50m Backstroke	
30	Girls 12,13 & 14 years	50m Backstroke	
31	Girls 15,16 & 17+ years	50m Backstroke	
32	NOVELTY EVENT		
33	Boys 12,13 & 14 years	50m Butterfly	12.15 pm
34	Boys 15,16 & 17+ years	50m Butterfly	
35	Girls 12,13 & 14 years	50m Butterfly	
36	Girls 15,16 & 17+ years	50m Butterfly	
LUNCH BREAK IF TIME ALLOWS			
37	Boys 12,13 & 14 years	50m Breaststroke	
38	Boys 15,16 & 17+ years	50m Breaststroke	
39	Girls 12,13 & 14 years	50m Breaststroke	
40	Girls 15,16 & 17+ years	50m Breaststroke	
41	Boys 12 years	4 x 50m Freestyle Relay	
42	Girls 12 years	4 x 50m Freestyle Relay	
43	Boys 13 years	4 x 50m Freestyle Relay	
44	Girls 13 years	4 x 50m Freestyle Relay	
45	Boys 14 years	4 x 50m Freestyle Relay	
46	Girls 14 years	4 x 50m Freestyle Relay	
47	Boys 15 years	4 x 50m Freestyle Relay	
48	Girls 15 years	4 x 50m Freestyle Relay	
49	Boys 16 years	4 x 50m Freestyle Relay	
50	Girls 16 years	4 x 50m Freestyle Relay	
51	Boys 17+ years	4 x 50m Freestyle Relay	
52	Girls 17 + years	4 x 50m Freestyle Relay	
53	NOVELTY EVENT	4 x 50m Freestyle Relay	
54	NOVELTY EVENT	4 x 50m Freestyle Relay	Time permitting

APPENDIX C: NOTES FOR TIMEKEEPERS

1. Familiarise yourself with the stopwatch that you will be using (they are all different). You should be able to start, stop and reset with ease. Practice before the meet starts. You may be allocated a lane with other Timekeepers.
2. Prior to a race being swum, the Referee, or sometimes the Starter, will signal with a long whistle blast for swimmers to stand on their starting platforms. This is also your signal to reset your stopwatch to zero (0) and to face the Starter as a race is about to commence.
3. The Starter will then say “take your marks’ and the swimmers will position themselves ready for the start. The Starter will then give the starting signal to start the event. At the starting signal, start your watch on the light or on the sound if there is no light.
4. Immediately after the start, check that your stopwatch has started. If it is not going or you missed the start, advise the Chief Timekeeper immediately. They will make arrangements to cover your lane.
5. When the swimmer is about five (5) metres from the finish (the backstroke flags are 5 metres from each end of the pool), look directly down the wall of your lane and wait for the swimmer to swim into your view. Stop your stopwatch at the instant that any part of the body of the swimmer makes contact with the finish wall. Do not worry whether the swimmer touched correctly, the Referee will decide that.
6. Keep a record of your own time for each race by writing the time achieved, with the event and heat number on your program, Timekeeper’s record sheet or a pad. This is in case of any queries by the Recorders or Referee.
7. After the finish, the Chief Lane Timekeeper writes the times from all watches on that lane on the card/slip provided. The Chief Lane Timekeeper should then indicate the official time for that lane by:
 - i. if there are two watches on the lane, placing a tick/mark against the slower time;
or
 - ii. if there are three watches on the lane, placing a tick/mark against the middle time.
8. Reset your watch on the signal from the Referee or Chief Timekeeper.
9. Your Time card/slip will be collected by the Runner after each heat and taken to the Recorders.

TIMEKEEPER'S CARD/SHEET		
LANE 1	LANE 2	LANE 3
EVENT	EVENT	EVENT,
TIME	TIME	TIME,
TIME.....	TIME	TIME
TIME	TIME	TIME
OFFICIALTIME.....	OFFICIALTIME.....	OFFICIALTIME.....
	...	
LANE 4	LANE 5	LANE 6
EVENT	EVENT	EVENT
TIME	TIME	TIME
TIME	TIME	TIME
TIME	TIME	TIME
OFFICIAL TIME.....	OFFICIAL TIME	OFFICIAL TIME.....

TIMEKEEPER'S SLIP		
Event No: _____		
Heat No: _____		
Lane No: _____		
Timekeeper No. 1	_____ .min _____ .sec	_____ Ths
Timekeeper No. 2	_____ .min _____ .sec	_____ Ths
Timekeeper No. 3	_____ .min _____ .sec	_____ Ths

TIMEKEEPER'S CARD/ SHEET AND TIMEKEEPER'S SLIP COMMENTS

1. These cards/slips are to be completed by the Chief Lane Timekeeper after each race.
2. Three Timekeepers' times to be written alongside appropriate lane, as shown in sample (this should be minutes, seconds and hundredths).
3. The Chief Lane Timekeeper ensures that the Runner collects this card after each event.
4. Each Timekeeper should keep a record of their time on their program or pad.
5. Both the Timekeeper's card/slip and Judge's result slip are to be collected by the Runner and given to the Recorder for the recording of results.
6. All cards/slips are passed to the Records Recorder for the checking of records.
7. The cards/slips then go to the Point Score Recorder for points allocation.
8. The cards/slips are then filed in with the results of the meet.

APPENDIX D: NOTES FOR FINISH JUDGES

1. Familiarise yourself with the lane numbering. The lane numbers are often marked on the side of each starting platform. You should be positioned preferably on an elevated stand in line with the finishing end and on the same side of the pool as the Referee. This is usually the Lane 1 side. You will need a number of pencils and a pad on which to record the order of finish of all swimmers in each race. Sometimes printed Judges result slips will be supplied. Lane numbers are used to place the order of finish, as you may not always know the names of the swimmers in each race.
2. Watch the swimmers throughout the race, as sometimes they change lanes. If this occurs, still mark the swimmers by the lane number in which they started. Sometimes a swimmer may not finish the race and the Chief Judge should mark the Judge's result slip with DNF (Did Not Finish) for that lane.
3. As the swimmer approaches the finish, watch the finish line and write down the order in which all the swimmers actually touch the finish line, with any part of their body. Don't take your eyes off the finish to look at your paper, just write them down. You can decipher and tidy-up the figures later, if necessary. Be careful, swimmers sometimes just miss the touch and need to take an extra stroke, so don't anticipate.
4. Each Judge's results are passed to the Chief Judge who collates the official result. The place for each lane is decided by the majority of Judges' placings for that lane (e.g. if two Judges out of three placed Lane 3 ahead of Lane 4, the official result is Lane 3 before Lane 4). In the event of a disagreement, the Chief Judge refers the matter to the Referee, who will also have judged the event.
5. Where a finish judge does not place all competitors, their placing should be discarded and not used.
6. When the Chief Judge has established the result, he/she signs the result slip and gives it to the Referee for checking and signing. The Runner who collects the Timekeepers' cards/slips will also collect the signed Judges' result and deliver all to the Recorders

JUDGES RESULTS SLIP

Event No

Heat No

Lane No

PLACE	JUDGE 1	JUDGE 2	JUDGE 3	OFFICIAL PLACE
1				
2				
3				
4				
5				
6				
7				
8				

Signature: Chief Judge

..... Referee

JUDGES RESULTS SLIP COMMENTS

1. The Chief Judge records placings of all Judges, following each heat and determines the official placings and signs. If a result cannot be determined, the Referee is consulted for the area of disagreement.
2. To be checked and signed by Referee.
3. The result slip is given to the Runner, who has the Timekeepers' cards/slips.
4. Both Judges' results slips and Timekeepers' cards/slips are taken by the Runner to the Recorders for results compilation.

APPENDIX E: NOTES FOR MARSHALS/CHECK STARTERS

1. The marshalling area should be located in an area adjacent to the start end of the pool. You need three or four rows of eight chairs (or the same number as the number of pool lanes). If you don't have chairs, seat the swimmers on the ground, in their event/heat order.
2. If possible there should be a Marshal and Check Starter each for boys and girls, but if the number of swimmers is small, one Marshal can look after the swimmers reporting for the event and one Check Starter can ensure that the swimmers are in the correct lanes immediately before their heat is swum.
3. After the swimmers have been called to the Marshalling area, they shall report to the Marshal to have their names marked off as present against the program check list. The checked swimmers are then seated on the chairs/ground in their event, heat and lane order. Tell them each which heat and lane they are in.
4. The Check Starter receives the swimmers from the Marshal, together with the check sheet and then places the swimmer behind their respective lane starting platform. You must make sure that you have the correct swimmer in the correct event, heat and lane. It is recommended that only one heat at a time is placed behind the Timekeepers or the starting platforms, as this avoids congestion in this area.
5. If cards are used to marshal, check start and then record the time for the lane, the Check Starter gives the cards to the respective Timekeepers, after the race has started. In 50m long course events, another person will need to take the card to the Timekeepers, as the Check Starter will be at the opposite end of the pool to the Timekeepers.
6. Under no circumstances, should swimmers be called to the marshalling area name.

APPENDIX F: NOTES FOR RECORDERS

1. It is recommended that Recorders work in pairs.
2. Familiarise yourself with the program format. Note that many events have more than one heat and sometimes the heats are not all on the same page of the program.
3. Each event consists of all the heats in the event. The winner of an event could come from any of these heats.
4. For each race (heat) the Runners will bring to you Timekeepers' cards/slips from each lane and a Judges' result slip showing the placings for that heat. Check that the Chief Lane Timekeeper has correctly indicated the official time.
 - i. If there are two watches on the lane, the slower time; or
 - ii. If there are three watches on the lane, the middle time.
5. Check the Judges finish placings and the order of the Timekeepers' times. If there is a difference, see the Referee for instructions. The Referee's instructions may be to adjust the times, using the following procedure. Adjust times as follows.

Example

Lane 3	36.87	36.85	36.87	Official time 36.87
Lane 4	36.91	36.93	36.94	Official time 36.93
Lane 7	36.95	36.93	36.95	Official time 36.95

The Timekeeper's order would be lanes 3,4,7. If the Judges order was 3,7,4, then the procedure is to add all of the times of all the watches on lanes 4 and 7, divide by the number of times recorded and award both lanes the same, averaged time, but keeping the Judges' order of finish.

The result would now look like this (on the card)

Lane 3 – 36.87

Lane 7 – 36.93(A)(in the result)

Lane 4 – 36.93(B)

Alternatively, if the Referee's order of finish agrees with the Timekeepers order of finish, then the Referee may instruct you to go with the times and ignore the Judge's result on this occasion.

6. As each heat is finished and after any adjustments are made, sort the cards into time order. When all the heats have been completed, combine all of the heats together and determine a result. Make sure that you have received all of the heats. Mark 1st, 2nd and 3rd place on a result slip and give it to the Announcer.
7. You will probably have a points score to calculate, either inter-house or school. One way to determine the result is to award each swimmer 1 point for participation with the place getters additional points.

Example 1st – 5 points 2nd – 3 points 3rd – 2 points

Record the points on a progressive points score sheet. Give the Announcer progressive points updates throughout the day.

**EXAMPLE POINT SCORE SHEET
(NAME) SWIM MEET
SCHOOLS PROGRESSIVE POINTSCORE – GIRLS**

EVENT	COOK	PHILLIP	FLINDERS	BASS
2				
4				
6				
8				
10				
12				
14				
16				
18				
20				
SUB TOTAL				
22				
24				
26				
28				
30				
32				
34				
TOTAL				

JOIN A SWIMMING CLUB

You don't have to be an Olympic Swimmer to join a swimming club! Here are a few good reasons why you should join your local swimming club.

Social	There is that social aspect of meeting your friends at weekly club meets.
Team Spirit	Belonging to a Club and wearing Club colours, will bring out that team spirit.
Encouragement	Most swimming clubs issue awards for all aspects of improvements in swimming, from winning the club point score to reaching a higher standard.
Satisfaction	Achieving satisfaction for your efforts to improve your swimming techniques, race times and developing self-discipline.
Confidence	Knowing the correct race procedures and rules of swimming will make a more confident swimmer, especially for those school carnivals.
Competition	Swimming races from club level to major competition is catered for.

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Website: <https://nsw.swimming.org.au/>