ASSOCIATED & CATHOLIC COLLEGES
of WESTERN AUSTRALIA

CHARTER OF OPERATIONS

INCLUSIVE SWIMMING CARNIVAL 2024

CONTENTS

1.0 AIM 3
2.0 GENERAL INFORMATION 3
3.0 EVENT LOCATION 3
4.0 NOMINATION OF COMPETITORS 3
5.0 GENERAL COMPETITION RULES 4
5.1 Event / race rules 4
6.0 COMPETITOR MARSHALLING 5
7.0 VENUE FACILITIES 5
8.0 STAFF SUPERVISON 6
9.0 FIRST AID AND LIFEGUARDS 6
10.0 SPECTATORS 7
11.0 WEATHER CONDITIONS 7
12.0 OFFICIALS ~~AND STAFFING~~ 7
14.0 HOST AND DEPUTY SCHOOL DUTIES 7
15.0 PRESENTATIONS 7
16.0 MULTI CLASS / INCLUSIVE PROGRAM IN ACC SWIMMING CARNIVALS 8
17.0 VENUE MAP / PLAN 9
18.0 PROGRAM OF EVENTS 10
19.0 APPENDIX 13
19.1 Official roles 13
19.2 Volunteer roles 14
19.3 ISP swimming carnival flow chart 15
19.4 Officials and volunteer requirements 16
19.5 Officials and volunteer role descriptions 16
19.5.1 Sport Operations Manager, Inclusion (ACC) 16
19.5.2 Carnival Manager | HOST SCHOOL 16
19.5.3 Announcer | HOST SCHOOL 16
19.5.4 Chief Marshall (25m & 50m) | DEPUTY HOST 17
19.5.5 Check Starter | HOST SCHOOL 17
19.5.6 Chief Starter | DEPUTY HOST 17
19.5.7 Chief Timekeeper | DEPUTY HOST 17
19.5.8 Referee | HOST SCHOOL 17
19.5.9 Results Administration 18
19.5.10 Novelty Coordinator 18
19.5.11 Novelty Assistants 18
19.5.12 Water Safety swimmers 18
19.5.13 Announcer Assistant 18
19.6 MARSHALLING / RESULTS SHEET 19
19.7 PRESENTATION GUIDE 20
19.8 AGE GROUP CLASSIFICATION 21

1.0 AIM

The ACC Inclusive swimming carnival is an interschool swimming carnival in which ACC students with a disability have an opportunity to participate in an environment that encourages maximum participation.

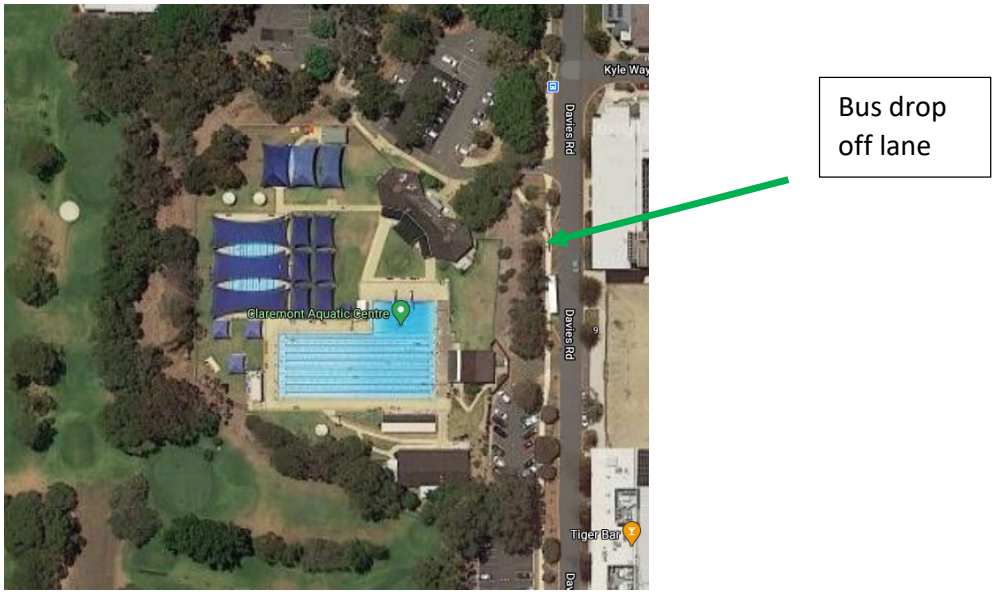
2.0 GENERAL INFORMATION

The ACC Inclusive Swimming Carnival will take place at Claremont Aquatic Centre (12 Davies Rd, Claremont) on Tuesday 26th March 2024, starting at **10am sharp**

Schools are advised to **arrive at 9:30am** to allow time to setup their school and prepare students to Marshall for the first event beginning at 10:10am. For a full program of events see Program of events 18.0

3.0 EVENT LOCATION

The Claremont Aquatic Centre is located at: 12 Davies Rd, Claremont, WA, 6010. Ph: 92854343



The venue provides a bus drop off lane on Davies Rd that can accommodate two large buses at a time. Once buses have dropped off students and staff, buses are advised to park in golf club overflow parking, access via Lapsley Rd.

4.0 NOMINATION OF COMPETITORS

The criteria for nomination is as follows:

- Any student with a disability (Years 7 to 12) who has not, and is unlikely, to represent their school at the ACC Swimming Carnival will be eligible, whether enrolled in an Education Support unit or not.
- Schools are encouraged to nominate students whose disabilities prevent them from inclusion in events in school based or house carnivals.
- All nominations are to be submitted electronically on the spreadsheet provided by the ACC. The nomination sheet can be downloaded from the ACC web site by clicking the following link: https://www.accsport.asn.au/carnivals/para-swimming-carnival/nominations

- Download the form, save it to your computer, and email as an attachment to the ACC at: cherie.pirnie@cewa.edu.au
- With event results published on the ACC website, (and potentially other platforms), schools MUST COMPLETE the additional tab within the nomination form, titled NOT FOR PUBLICATION
- Students with a sport disability classification participating in the ACC Divisional Swimming Carnival (HBF Stadium) may participate in **non-medallion events** only eg novelty and swim events after the medallion race has been completed.
- Events are separated into two age groups, Junior and Senior
    - The exception is the 25m any stroke medal event. This is offered to U14, U15 and U19
    - The junior age group comprises all students in the U/13, U/14, and U/15 age classification.
    - The senior age group comprises all students in the U/16, U/17 and U/19 age classification.
- Further information regarding the cut off dates for age group classification is detailed in Appendix 19.4
- There are separate gender events for all events (as at 11 January 2021) and gender restrictions apply.
- Students can participate in a maximum of three individual medal events and one relay medal event, there is no maximum amount of participation for novelty events.
- Students competing in the 100m & 50m individual medal events **cannot** also compete in the 25m individual any stroke event.
- Schools may only nominate one student per medal event.
- Events are not categorized by disability.
- If there are not enough students in a particular age group to warrant running an event, students may move up and compete in a higher age group: however, students will not be permitted to compete in a lower age group classification.
- Schools must be satisfied that each competitor is capable of swimming the designated distance. Schools are responsible for the safety and well-being of their students.
- A maximum of one (1) team (STRICTLY ONE TEAM) may be nominated in each age category for relay events.
- Schools with insufficient numbers for the relay events may still nominate students and every effort will be made to make a team with an extra student from another school.

5.0 GENERAL COMPETITION RULES

The Inclusive Sports Carnival will not be ~~strictly~~ run in accordance with FINA rules and regulations. All carnival events will have placings based on "TOUCH ON WALL" as advised by Swimming WA. This means that all places are determined by touching the end of the pool (one or two hand touch is permissible), on completion of swim. It is also important to note that there are no classifications to separate disabilities only genders and age groups. That is, all events are multi-disability events.

Times for medal events **will only be recorded for** the student deemed to have placed first in that specific race. The first place student will be recognized with the corresponding event medal and a first place ribbon. Subsequent placings will be recognized on the day with a ribbon relating to the students finishing position.

Novelty events are participation based and provided as a "have-a-go" fun activities, positions in novelty events are not recorded and **no medals** ~~or ribbons~~ are rewarded for these events.

5.1 Event / race rules

1. Competitors begin all races under the direction of the Chief Starter.
2. All competitors will be asked to enter the pool prior to race start, by either using the step access, or sliding into the water. NO DIVING in either pool is permitted for any event.
3. Competitors will be advised of their placing by the Referee who determines the final placings of all swimmers.

4. Chief Timekeeper and Timekeepers will determine times only for individual medal events and relays.
5. Competitors may be assisted by their nominated carer in all sections of the race, as long as they do not provide their students with any unfair advantage or impede/disadvantage a swimmer in another lane.
6. The commencement of an event will not be delayed for any competitor.
7. Start procedures | the starter will give the instructions, "Take your marks" and the swim horn will make a sound for "Go". False starts may be called if swimmers break at the start. This is at the discretion of the Starter and will not incur any disqualification in the ISP Carnival.
8. Competitors must stay in their allocated lane for the entire race. They must not leave the pool at any time until they have received their official placing from the Referee; with the exception of relay races, where swimmers will leave the pool when directed by the officials at each changeover.
9. Carers must be ready to assist students out of the water whilst not interfering with other swimmers.

6.0 COMPETITOR MARSHALLING

Inclusive Swimming Carnival competitors & spectators are to assemble under the main shaded area of Claremont Pool (situated between the 50m & 25m pools). These areas are clearly visible to all people entering the complex and will be sign posted. See 17.0 Venue map / plan

Events in both the 50m and 25m pool, will require swimmers to marshal, and therefore this will require the assistance of staff to ensure swimmers are marshalling in a timely manner.

Competitors for all 50m & 100m events will be marshalled on the southern side of the 50m pool, under the permanent mini-grandstand. On completion of their event, competitors are able to re-join their schools under the main shaded area.

Competitors **for ALL 25m events,** (including all novelty events) are to marshal BEFORE each event, on the grassed area to the western side of the 25m pool.

Once nominations close, schools will be allocated lanes for both the 25m and 50m pools, which will be detailed within the event program.
PLEASE NOTE : you may not be in the same lane across both pools

PLEASE NOTE : with the number of events, the carnival will adhere (as much as possible) to the program timing. It is therefore imperative that staff / teachers support their students to ensure they are marshalling at least two (2) events or 5 minutes prior to any event.

7.0 VENUE FACILITIES

TOILETS

Claremont Aquatic Centre provides ambulant toilets located on the Davies Rd side of the complex for students who require it, as well as general toilet and changeroom facilities. If schools require special or extra assistance for any student attending, please contact Claremont Aquatic Centre prior to the event.

DIVE POOL, 25M POOL AND SENSORY WATER AREA

For the entirety of the carnival, the dive pool is available for students to utilise. The 25m pool can also be used while the 50m events are in progress. The Aquatic Centre will be requested for the sensory water play area to be accessible for the event.

NOTE : It is the sole responsibility of school staff to fully supervise any student(s) in any of these areas. Failure to do so, will result in the area(s) being deemed out of bounds for all participants.

HOIST

There is a hoist available for the 50m pool ONLY. This is situated at the finish end of the pool, and therefore will require staff to support any athlete into the water, and then support them, as they make their way to the event start.

STEP ACCESS

Both the 25m and 50m pools, have step access points on both sides and ends of the pools. A ramp can be utilised in the 25m pool only, however this has been requested NOT to be in place for our carnival, as it impedes on two lanes.

NOTE : if any swimmer(s) requires this, please advise the ACC ASAP.

8.0 STAFF SUPERVISON

Schools nominating students must make arrangements for adequate supervision. At least one staff member must accompany each nominated team of five with other staff as necessary to accompany supporters and swimmers who may have difficulty entering and exiting the pool. Supervising staff **cannot** also act as carnival officials i.e. judges/timekeepers. ~~The participating schools **may need** to supply carnival officials separately. Staff/carers are permitted to assist competitors participate in an event; **however their assistance is not to give 'extra' or 'unfair advantage' to or influence the outcome.**~~

Schools must ensure they have adequate staff :

1. to assist competitors at the start of an event e.g. swimmers may start the individual or relay legs in the water or stay in the water at the 'start end' during a leg in a relay. The staff member must be prepared to get wet!
2. to assist competitors at the end of an event or at the end of a leg in a relay e.g. swimmers may start the individual or relay legs in the water. Relay swimmers may stay in their lane at the 'finish' end until the relay event is finished.

9.0 FIRST AID AND LIFEGUARDS

Minor injuries are to be attended to by the individual school staff (bring own first aid kit). Injuries of a more pronounced nature are to be treated by First Aid on site, the location of which will be detailed on the event day program. ~~First Aid Post of the Claremont Pool (located behind reception).~~

Students requiring First Aid care must be under the supervision of a staff member so that their relevant case history and specific needs are communicated to the first aid officer.

Qualified lifeguards will be onsite, as provided by the Claremont Aquatic Centre.

10.0 SPECTATORS

Spectators are to be supervised by staff at all times, and are to be kept well clear of officials, competitors and pools.

11.0 WEATHER CONDITIONS

Schools are advised to make sure students are adequately prepared for the weather conditions. In particular that adequate sun protection is worn. The ACC Sport Operations Manager : Inclusion, will advise schools prior to the event if any cancellations is caused due to inclement weather.

12.0 OFFICIALS ~~AND STAFFING~~

Where possible, ~~Notre Dame Students~~ host and deputy host school staff / students will fulfill all officials roles. Participating schools will be asked to provide officials ~~in accordance with requirements listed on the officials and competitor's nomination form.~~ should there be any positions not fulfilled by the host and deputy host schools.

For a full list of officials requirements, see Appendix 19.1

14.0 HOST AND DEPUTY SCHOOL DUTIES

The Inclusive Sporting Program Host and Deputy Host School is to undertake a number of additional duties at the Inclusive Swimming Carnival to ensure the event runs effectively. ~~The host school is provide a Carnival Supervisor, Officials Supervisor and Principal for end of day presentations, and a number of student officials / volunteers to fulfill the required roles throughout the day. The Deputy Host School is also to provide student officials to assist in fulfilling the required officials' roles on the day.~~The Host and Deputy Host school will be provided a conclusive list of both official and volunteer roles to be fulfilled, and asked to complete and submit this listing to the ACC prior to the event.

For a full description of officials' roles please see Appendix 19.1.
~~The student officials' nomination spreadsheet will be sent to the host school, by the Sport Operations Manager, Inclusion (ACC).~~

15.0 PRESENTATIONS

Presentations will be conducted in the main shaded area, in front of 25m pool.

At the conclusion of the program, students will be commended for their efforts and participation in the event. In addition, students who placed first in a medal event will be asked to stand to recognise their achievement. All competitors will be presented with a certificate of participation, with the intent ~~It is intended that~~ these be presented at a school assembly post carnival.

At the end of day presentation, the **Sue Bigelow Spirit Shield** will be presented by the HOST SCHOOL in conjunction with a representative from the ACC. The receiver of the shield will have displayed outstanding commitment and support for the involvement of their students in the ACC Inclusive carnival. The winner of the award will be the school that most embodies the ACC maxim of *"Sport in the Right Spirit"* and has provided its students with outstanding opportunities for participation, school/team spirit, personal development and leadership. The following attributes will be used as a guide to assess the merits of each school in the event.

- Participation (competitors, spectators, officials, staff)
- Team spirit/support : cheering, uniform, banners, identity, community

- Leadership : officials (staff and students), personal responsibility
- Inspiration/Diversity : participation/involvement above and beyond the norm which serves as inspiration to others

16.0 MULTI CLASS / INCLUSIVE PROGRAM IN ACC SWIMMING CARNIVALS

In addition to the Inclusive Swimming Carnival, ACC students with a disability are able to compete in the ~~mainstream~~ ACC Divisional Swimming Carnivals held in Term 1 at HBF Stadium. All students are welcome to compete, whether they hold a multi class classification or not. However, students MUST BE ABLE to swim 50m WITHOUT PAUSING, to compete in the divisional carnival events, and a reminder to staff who nominate their student(s), that these are COMPETITIVE events. Individual swim results for classified swimmers will be recorded and collated. However, no points will be allocated to a swimmers' school team results. The exception is only those swimmers that are competing as a Multi Class swimmer as an age category swimmer for their school.

Only participants with a Multi Class Swimming Classification will be eligible for ACC records and All Stars Team selection. Participants without a classification will still receive a time for their own performance. Multi Class results are calculated according to the student's classification using the Multi Class Point Score Calculator (MCPS). This score is based off the World Record for their classification, awarding points to the competitor according to how close they are to the World Record. This means that the first Multi Class swimmer to touch the wall will not necessarily be the winner.

~~Students competing at the ACC Divisional Swimming Carnivals under a multi-class swim classification, will compete in a Multi-Class classification, where their times will be used in competition against other students in the same multi-class swim classification, in addition to competing against ACC Multi Class records and for ACC All Star recognition.~~

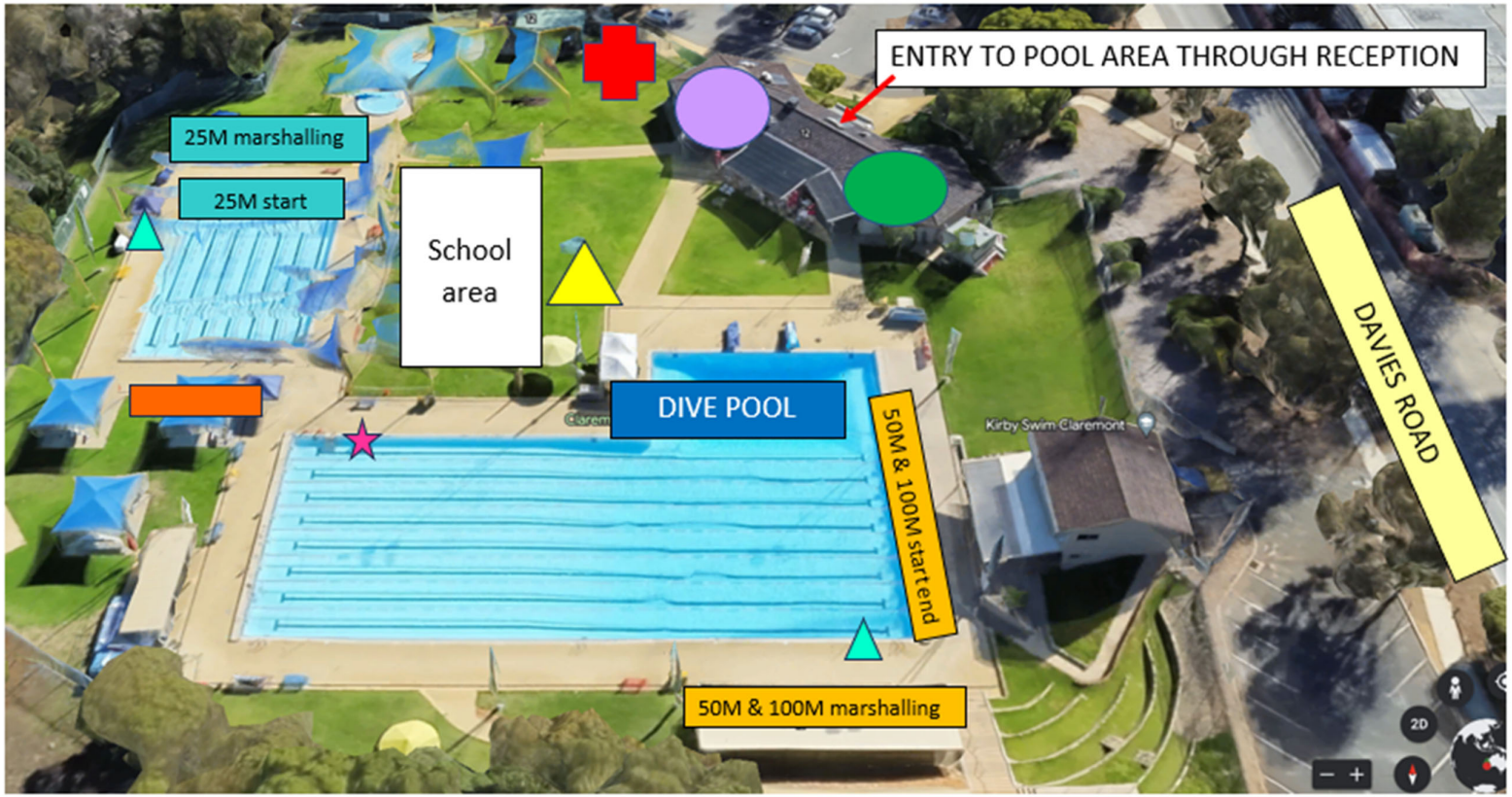
Obtaining a Multi-class classification

Each disability (Vision, Physical, Intellectual…) requires a different *Provisional* classification process. These forms are to be completed by both parents and/or treating doctors and physiotherapists. Some students may already have a classification or have the information required to complete one recently done. This will make the process easy and efficient. Please contact the Sport Operations Manager : Inclusion (ACC), should you require more information about specific multi-class classifications.

Provisional classification

Via request, students with a disability may participate at the ACC Divisional Swimming Carnival under a provisional classification (Please contact the Sport Operations Manager : Inclusion (ACC), for further information). However, students participating under a provisional classification will not have their times count towards ACC Multi Class competition and ACC Records.

17.0 VENUE MAP / PLAN



KEY

- First Aid
- Male changerooms
- Announcer and results
- ACC area
- 50m pool hoist
- Female change rooms
- Chief starter

18.0 PROGRAM OF EVENTS

50m pool | program of events

LANE ALLOCATIONS							
LANE 1	**LANE 2**	**LANE 3**	**LANE 4**	**LANE 5**	**LANE 6**	**LANE 7**	**LANE 8**

Time	Event no.	Event	Age	No. of students
10:10	1	Boys 100m Freestyle	Senior	1
10:15	2	Girls 100m Freestyle	Senior	1
10:20	3	Boys 50m Freestyle	Junior	1
10:23	4	Girls 50m Freestyle	Junior	1
10:26	5	Boys 50m Freestyle	Senior	1
10:29	6	Girls 50m Freestyle	Senior	1
10:32	7	Boys 50m Breaststroke	Junior	1
10:35	8	Girls 50m Breaststroke	Junior	1
10:37	9	Boys 50m Breaststroke	Senior	1
10:40	10	Girls 50m Breaststroke	Senior	1
10:43	11	Boys 4x50m Freestyle Relay	Senior	4
10:48	12	Girls 4 x 50m Freestyle Relay	Senior	4

25m pool | program of events

LANE ALLOCATIONS						
LANE 1	**LANE 2**	**LANE 3**	**LANE 4**	**LANE 5**	**LANE 6**	**LANE 7**

Time	Event no.	Event		Age	No. of students
11:00	13	Boys 6 x 25m Novelty Freestyle	**RELAYS** **EVENTS 13 to 20** **Please refer to *'Carnival Program'* for which schools are participating in which HEATS (dependant on nominations received)**	Senior	6
11:05	14	Girls 6 x 25m Novelty Freestyle		Senior	6
11:10	15	Boys 6 x 25m Novelty Freestyle		Junior	6
11:15	16	Girls 6 x 25m Novelty Freestyle		Junior	6
11:20	17	Boys 6 x 25m Novelty Breaststroke		Senior	6
11:25	18	Girls 6 x 25m Novelty Breaststroke		Senior	6
11:30	19	Boys 6 x 25m Novelty Breaststroke		Junior	6
11:35	20	Girls 6 x 25m Novelty Breaststroke		Junior	6

Time	Event no.	Event		Age	No. of students
11:40	21	Boys 25m Backstroke	**EVENTS 21 to 34** **Please refer to *'Carnival Program'* for which schools are participating in which HEATS (dependant on nominations received)**	Senior	1
11:43	22	Girls 25m Backstroke		Senior	1
11:46	23	Boys 25m Backstroke		Junior	1
11:50	24	Girls 25m Backstroke		Junior	1
11:53	25	Boys 25m Any Stroke		U/14	1
11:56	26	Girls 25m Any Stroke		U/14	1
11:59	27	Boys 25m Any Stroke		U/15	1
12:02	28	Girls 25m Any Stroke		U/15	1
12:05	29	Boys 25m Any Stroke		U/19	1
12:07	30	Girls 25m Any Stroke		U/19	1
12:10	31	Boys 4 x 25m Novelty		Junior	4
12:17	32	Girls 4 x 25m Novelty		Junior	4
12:25	33	Boys 4 x 25m Novelty		Senior	4
12:30	34	Girls 4 x 25m Novelty		Senior	4

Events in black : competition (medal) event
Events in blue : participation (ribbon) events

RELAY EVENTS

- Novelty relay events 13 – 20 can have a maximum of 6 swimmers per team
- SWIMMERS 1, 3 & 5 commence from the start end of the pool, with SWIMMERS 2, 4 and 6 commence from the finish line
- Novelty relay events 31 – 34 can have a maximum of 4 swimmers per team
- SWIMMERS 1 & 3 commence from the start end of the pool, with SWIMMERS 2 & 4 commence from the finish line
- If you do not have sufficient swimmers, you can merge with another school
- Schools compete in their usual lane allocations
- All swimmers start events in the water
- Swimmers will swim through a hula hoop supported by NOVELTY EVENT ASSISTANTS
- Swimmers are encouraged to try swimming stroke for the event
- Some events may have multiple heats, depending on nominations

19.0 APPENDIX

19.1 Official roles

OFFICIAL	SCHOOL	STUDENT / STAFF	NAME(S)
Carnival Officials Supervisor	ACC | Inclusion Manager	STAFF	Cherie Pirnie
Carnival Manager	HOST SCHOOL	STAFF	Joanne Lauriston
Presentations : Principal			
First Aid	St John Ambulance		
Lifeguards (x2)	Claremont Aquatic Centre		
Equipment set-up and recovery (from 8:30am)	HOST SCHOOL	Students 1 - 10	
Chief Marshall	DEPUTY HOST	STAFF	
Marshall Assistants x 2		Students 1 & 2	
Check starter	HOST SCHOOL	HOST STAFF	
Check starter assistant	HOST SCHOOL	Student 1	
Chief starter	DEPUTY HOST	STAFF	
Referee	HOST SCHOOL	STAFF	
Referee Assistant		Student 2	
Chief 1st place timekeeper	DEPUTY HOST	Students 3 & 4	
First Place medallion and ribbon	HOST SCHOOL	Student 3 & 4	
2nd Place		Student 5	
3rd Place		Student 6	
4th Place		Student 7	
50m pool | false start rope		Students 8 & 9	
25m novelty events | participation ribbons			
Administration / results x2	HOST SCHOOL	Students 10 - 11	

KEY

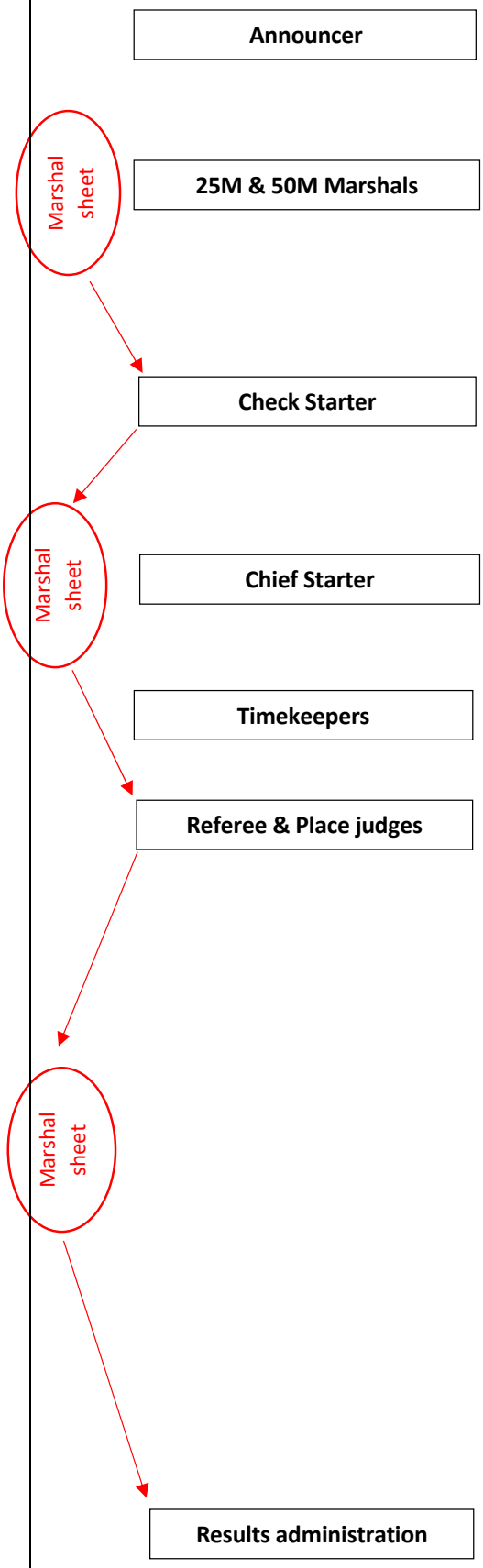
HOST SCHOOL ROLES DEPUTY HOST ROLES

OFFICIAL VEST COLOURS : PINK VEST YELLOW VEST ORANGE VEST

19.2 Volunteer roles

OFFICIAL	SCHOOL	STUDENT / STAFF	NAME(S)
Announcer	HOST SCHOOL	STAFF	
Announcer Assistant	HOST SCHOOL	Student 12	
Novelty Coordinator	ACC | Inclusion Manager	STAFF	Cherie Pirnie
TWO Novelty assistants have been allocated per lane | one at each end of the pool to assist participants			
Novelty assistants are to assist schools with students to marshalling for all 50m events, based on their lane allocation			
Novelty Event Assistants	HOST SCHOOL | Lane 1	Students 13 & 14	
Novelty Event Assistants	HOST SCHOOL | Lane 2	Students 15 & 16	
Novelty Event Assistants	HOST SCHOOL | Lane 3	Students 17 & 18	
Novelty Event Assistants	DEPUTY HOST | Lane 4	Students 5 & 6	
Novelty Event Assistants	DEPUTY HOST | Lane 5	Students 7 & 8	
Novelty Event Assistants	DEPUTY HOST | Lane 6	Students 9 & 10	
Novelty Event Assistants	DEPUTY HOST | Lane 7	Students 11 & 12	
Water Safety swimmers : pool side for 50m events | in the pool (per allocated lane) for 25m events			
Water Safety swimmers	DEPUTY HOST | Lane 1	Student 13	
Water Safety swimmers	DEPUTY HOST | Lane 2	Student 14	
Water Safety swimmers	DEPUTY HOST | Lane 3	Student 15	
Water Safety swimmers	DEPUTY HOST | Lane 4	Student 16	
Water Safety swimmers	DEPUTY HOST | Lane 5	Student 17	
Water Safety swimmers	DEPUTY HOST | Lane 6	Student 18	
Water Safety swimmers	DEPUTY HOST | Lane 7	Student 19	
Water Safety swimmers	DEPUTY HOST | Lane 8 (RELIEF for 25m pool events)	Student 20	
RELIEF students will be Carnival Manager support unless they are required in the water			
RELIEF Water Safety / Novelty assistants	HOST SCHOOL	Student 19	
	DEPUTY HOST | ONLY for 25m pool events	Student 20	

19.3 ISP swimming carnival flow chart



- Notify competitors to marshal for upcoming events
- Announce the start of each event
- Provide some colourful commentary and acknowledge winners

- Led by CHIEF MARSHAL, marshal competitors prior to start of each event
- Seat competitors in correct lane for their event(s)
- Edit competitor names / school on marshal sheet (if required)
- Send competitors and completed marshal sheet to the CHECK STARTER

- Receive marshal sheet for each event from MARSHALS
- Check competitors are in the correct event
- Ensure competitors are in the correct chairs for their lane
- ASSISTANT to take checked marshal sheet to REFEREE

- Ensure competitors are ready for the start of the race
- Ensure TIMEKEEPER is ready for each race
- Call **"ON YOUR MARKS"** then sound starting gun for start

- Signal starter when stopwatches are ready for race
- Provide time for **FIRST PLACE ONLY** to REFEREE for each race
- Ensure you agree with 1st PLACE JUDGE for winner of each event

- Receive marshal sheet from CHECK STARTER ASSISTANT
- Record 1ST place time from TIMEKEEPERS

REFEREE

  - co-ordinate all place judges
  - Supervise the judging of finish positions
  - Request and direct competitors to leave the pool after each race

PLACE JUDGES

  - Judge finishing positions of competitors
  - Distribute 2nd 3rd 4th place ribbons for all events
  - Distribute participation ribbons for NOVELTY events ONLY

1st PLACE JUDGE

  - collect medallion for upcoming race from RESULTS ADMINISTRATION
  - Ensure you agree with TIMEKEEPER & REFEREE for winner of event

NOTE : some events have two heats, and ONLY the swimmer with the fastest time across both events is awarded the medal. Keep the winner from HEAT 1 with you for this purpose. Swimmers across both heats still receive ribbons

- Manage and disseminate medallion to 1ST PLACE JUDGE prior to each event
- Receive completed marshal sheet from REFEREE
- Record event result onto Master sheet, and file marshal sheet away

19.4 Officials and volunteer requirements

8:30am HOST SCHOOL to be on site, check in with ACC and assist with carnival set up

9am DEPUTY HOST school to arrive, and check in with ACC

9:15am OFFICIALS BRIEFING

** All officials / volunteers to collect and wear the allocated vest for their carnival role **

19.5 Officials and volunteer role descriptions

19.5.1 Sport Operations Manager, Inclusion (ACC)

- Create / edit / disseminate ACC ISP Swimming Carnival charter
- Booking of venue, first aid, amenities, announcing equipment
- Collection of all competitor and official nominations
- Liaison with local council/pool management
- Production and dissemination of programme of events
- Prepare event equipment
- Coordinator of all officials at carnival (university and school students)
- First Aid and Lifeguard briefing
- Collection and update of all results
- Production of certificates
- Edit ACC Yearbook

19.5.2 Carnival Manager | HOST SCHOOL

- Overall supervision of activities at the carnival
- Dissemination of all instructions to officials / competitors (supported by ACC)
- Coordination of student assistants
- Utilise the RELIEF volunteers to provide breaks to Novelty Event Assistants and Water Safety swimmers
- Act as presentations coordinator with School Principal
- Co-ordinate the pack up of all equipment at event end, with the support of students and ACC

19.5.3 Announcer | HOST SCHOOL

- Welcome to all schools and spectators
- Ensure all officials are in position at their designated areas
- Request all schools to send the first events athletes to marshalling
- Announce start of first event, and declare carnival underway
- Announce results (first placegetter, school and times) as they come to hand
- Call for silence at the start of events (if necessary)
- Call race progress, especially near finish (where possible)
- Highlight any keenly contested competitions in particular events (if appropriate)
- Keep non-competing competitors in their competitor seating areas
- Direct movement of seating of schools if required by Carnival Manager

19.5.4 Chief Marshall (25m & 50m) | DEPUTY HOST

- Support STUDENT MARSHALS, to marshal swimmers prior to start
- Edit swimmer names on marshalling sheets as required
- Ensure all swimmers are seated in their correct lane
- Marshalling sheet to CHECK STARTER
- Assist schools with composite relay teams if necessary

19.5.5 Check Starter | HOST SCHOOL

- Receive marshalling sheets for each event from the STUDENT MARSHALS
- Ensure competitors are competing in their correct event and event number.
- Check Starters student assistant chauffers the competitors from the marshalling area.
- Check Starter places each competitor in his/her correct lane or station, assembling the competitors on an assembly line (of chairs) three (3) metres behind the starting blocks
- When all competitors are placed in the assembly line, the Check Starter signals to the Starter that all is ready.
- Marshalling sheet to REFEREE, via student helpers
- It is NOT the duty of a Check Starter to judge if a competitor has had a false start - this is a matter for the CHIEF STARTER only

19.5.6 Chief Starter | DEPUTY HOST

- Ensure start of each event is strictly to schedule
- Place competitors 1m behind the start line in their designated lane
- Explain start procedure (take your marks – start with signal/horn)
- Ask all athletes to either use the stairs, or slide into the water NO DIVE STARTS
- Start event
- Re-schedule re-starts
- NOTE : False starts do not result in disqualification
- On the completion of the 50m events, CHIEF STARTER will need to relocate to the 25m pool

19.5.7 Chief Timekeeper | DEPUTY HOST

- Time and record the time for 1st place only
- Check all watches before the start of the meet, by calling all timekeepers and the starter together. The Starter shall explain the method of start. Following a warning command from the Starter, the watches are stopped on the starting signal, and checked for accuracy. Instruct timekeepers to "clear their watches" for the commencement of the next event.
- Signal the referee when all timekeepers are ready.
- If a single lane fails to register a time, then the chief timekeeper notifies the referee. The swimmer will be allocated a position accordingly as deemed by the referee.
- Ensure you are the correct end of the pool for 100m events

19.5.8 Referee | HOST SCHOOL

- Receive marshal sheet from CHECK STARTER
- Supervise judging of finish positions in co-ordination of all place judges
- Coordinate finish results
- Write finish positions on marshal sheet
- Request and provide direction for competitors to leave the pool after each race
- Give completed marshal sheet to RESULTS ADMINISTRATOR
- Ensure you are the correct end of the pool for 100m events

PLACE JUDGES

- Judge finishing positions of competitors
- Distribute 2nd 3rd 4th place ribbons for all events
- Distribute participation ribbons for NOVELTY events ONLY

1st PLACE JUDGE

- collect medallion for upcoming race from RESULTS ADMINISTRATION
- Ensure you agree with TIMEKEEPER & REFEREE for winner of event

NOTE : some events have two heats, and ONLY the swimmer with the fastest time across both events is awarded the medal. Keep the winner from HEAT 1 with you for this purpose. Swimmers across both heats still receive ribbons

19.5.9 Results Administration

- Receive completed marshal sheet from REFEREE with first place time and placings
- Record winning individual or school team (relay) onto the recording sheet
- If information on marshal sheet is unclear, please confer with REFEREE

19.5.10 Novelty Coordinator

- To co-ordinate novelty event assistants for all novelty events as programmed
- Ensure all assistants have been assigned to their respective lanes and understand their roles (x2 per lane)
- Ensure all assistants are aware of the equipment required for each event, and they are readily available
- Ensure there is x1 assistant at either end of the 25m pool to aid swimmers in their event

19.5.11 Novelty Assistants

- Assist swimmers to marshalling for ALL 50m events, based on their lane allocation
- Follow the direction of your NOVELTY COORDINATOR
- Keep the lane which you have been allocated for all events, to provide support for all swimmers
- Ensure you have the required equipment for each event, as directed by the NOVELTY COORDINATOR
- If you require a break, please communicate such with the OFFICIALS SUPERVISOR, by raising your hand in the air. Ensure another NOVELTY ASSISTANT is assigned, before you exit the pool
  NOTE : any changeovers, must take place between and not during events

19.5.12 Water Safety swimmers

- Remain in your allocated lane(s) for all events you have been schedule for
- 50m events : remain poolside 25m events : in the pool for all events
- If you require a break, please communicate such with the OFFICIALS SUPERVISOR, by raising your hand in the air. Ensure another WATER SAFETY SWIMMER is assigned, before you exit the pool
  NOTE : any changeovers, must take place between and not during events
- Your role is to support students to ensure they have a sensational event, with lifeguards on duty

19.5.13 Announcer Assistant

- Ensure the event number is updated on the flip board
- Complete commentary as and when required for the Announcer

19.6 MARSHALLING / RESULTS SHEET

MARSHAL / RESULTS SHEET _ ISP SWIMMING CARNIVAL 2023					
Time	**Event No.**	**Event**	**Age**	**Pool**	**No. of students**
10:10	1	Boys 100m Freestyle	Senior	50m	1

LANE	SCHOOL	FIRST NAME	SURNAME	PLACE	TIME
1	URSULA FRAYNE	Jack	SMITH		
2	CHRISTCHURCH	Spencer	KNIGHT		
3	URSULA FRAYNE	Patrick	MITCHELL		
4	SACRED HEART	Simon	MACKENZIE		
5	LA SALLE	Alex	PAPPS		
6	SERVITE	Fred	KALEB		
7	LUMEN CHRISTI	Jacob	CONNOR		
8	CORPUS CHRISTI	Chris	HAART		

19.7 PRESENTATION GUIDE

ORDER OF PROCEEDINGS AND PRINCIPALS ADDRESS

ORDER OF EVENTS	CONDUCTED BY
SBS Shield arranged on table	ACC
2. Introduction & background Previous carnival SBS Shield recipient	ACC
3. Introduce Principal (or his/her representative)	HOST school
4. Principals Address Thank you : Carnival Officials Venue Duty Manager Claremont Pool Staff Host and Deputy host school staff and students Supervising staff Spectators Team Coaches and Managers Competitors	Invited Principal
5. Results Ask all medallion winners to please stand, and be acknowledged Winner of the Sue Bigelow Spirit Shield announced Presentation to a representative from each school, or participation certificates	Invited Principal
6. Conclusion Dismissal of spectators and competitors	ACC

19.8 AGE GROUP CLASSIFICATION

AGE GROUP CLASSIFICATION 2024												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2012	2011	2011	2010	2010	2009	2009	2008	2008	2007	2007	2006
January - June	U13		U14		U15		U16		U17		OPEN (U19)	
July - December		U13		U14		U15		U16		U17		OPEN (U19)

ORANGE = Junior Age Group classification
BLACK = Senior Age Group classification