



ASSOCIATED AND CATHOLIC COLLEGES OF WA

# SWIMMING CARNIVALS

## CHARTER OF OPERATIONS

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## AIM

It is the aim of the Associated & Catholic Colleges of WA to conduct a series of carnivals, providing annual competition in accordance with its Constitution. It also provides a culmination to physical education swimming programs, and programs for students with disabilities. Individuals are offered the opportunity to further develop their skills whilst representing their school.

## CONDITIONS OF PARTICIPATION

On entering the Association, a new school will be placed in a grade of carnival appropriate to current standings. Past practice has seen such placement to occur at the lowest division of carnival. However, as the I/J Division carnivals have now been established to cater for smaller and developing metropolitan and country schools, Council is to examine such placement in the other Divisions of carnival, if a place/s exists.

### Promotion/Relegation

Following the initial placement, a school's placement in a division of a carnival is determined by its performance in the previous year. The normal procedure is that the first school in the lower division is promoted to the higher division and the last school in the higher division be relegated to the lower division.

If the first school in the lower division, and the last school in the higher division, prefers to retain the status quo by mutual agreement, no promotion/relegation takes place. *The 'status quo' agreement is relevant for a maximum period of two consecutive years* for an individual school. Automatic elevation/relegation must occur after the two consecutive years for an individual school having been involved in the retention of the status quo provision.

Only paired or co-educational schools can be promoted/elevated. In normal circumstances single gender schools cannot be individually promoted/elevated.

The only exception to this is where there is only one single gender school in a division. In this case, the single school cannot be considered for a "paired" promotion/relegation because there is no available partner school. If this individual school finishes either first or last in their gender aggregate then they can be considered for individual promotion/relegation. In this instance no co-educational school would be considered for promotion/relegation. The single gender school could only be elevated or relegated if they satisfy the following criteria:

- a) The division into which they are moving would still meet the condition of only having one empty lane for either gender.
  - Elevation or relegation would still be based on a comparison of performance with the bottom or top school in the division to which they are moving.
  - The normal two-year maximum status quo criteria would still be applicable.
- b) Paired single gender schools will only be considered for promotion/relegation if their combined points would have gained them first/last place in the combined aggregate for their division and that on comparison their actual performance was better/worse than the bottom/top coeducational or paired single gender school(s) in the higher/lower division.
- c) Pairings of single gender schools for promotion/relegation are based on the 'best' or 'worst' performing single gender schools in a division. For relegation purposes, the bottom male single gender school will be paired with the bottom female single gender school. For promotion purposes, the top male single gender school will be paired with the top female single gender school.
- d) Schools have the right of appeal to the promotion/relegation system. Should any school for whatever reason contest the procedures outlined above, then executive will make the final promotion/relegation decision based on an

objective comparison of results. To provide a balance between the needs of individual schools and the evenness of school divisional allocations, it may also be necessary for executive to override the condition of “only one empty lane” for either gender. In some cases, it may be appropriate to have “two empty lanes” for either gender.

- e) Should the normal procedure be contested by either school (under the two consecutive year period) for whatever reason, the promotion/relegation decision will be taken by the Executive on the basis of an objective comparison of results. A better performance will mean a non-contestable promotion.

## Swimming Uniforms

### Swimming Caps

Swimming caps must be worn by all competitors in all events. Disqualification in that event will follow for any competitor failing to observe this condition of participation.

### Swimming Bathers

It is mandatory for all competitors to swim in their official school bathers. Official school bathers should be competition racing bathers for boys and girls. Competition racing bathers must meet FINA requirements and can be either briefs, jammers (thigh length tight fitting shorts), one piece or two-piece bathers.

Schools must list their “official school bathers” style and colour on the association web site. Competitors can only wear the official school bathers as described on the association web site. Official school bathers can be of different designs/styles as long as there is uniformity and compliance with each school’s official bather description.

Competitors may wear a second pair of bathers underneath the official school bathers for modesty purposes. They must be discrete, preferably in a similar colour to the school bathers and should not involve flamboyant colours, ties or bows that are highly visible.

A swimmer can be disqualified by the referee if their swimming uniform is clearly outside the above guidelines.

In exceptional circumstances schools may seek an exemption from the ACC for individual students to swim in non-official school bathers. If they are FINA approved, (being in good moral taste and non-transparent) and are predominantly in school official colours, most grants will be approved. Personal preference for wearing non-regulation bathers will not be an acceptable excuse. Exceptional circumstances would include:

- Bathers not available/out of stock.
- Financial hardship in buying school bathers.
- Physical issues such as body shape/skin disorders.

Schools seeking exemptions should submit a swimming bathers exemption form before the carnival. The form is available on the ACC web site at <https://www.accsport.asn.au/carnivals/swimming/bathers-exemption-form> . The Director of Sport will make the final decision in all cases.

## Lane Allocations

The initial allocation of lanes was established in 1990 for the B, C and D division carnivals, 1991 for the A division carnival, 1994 for the E division carnival, 2002 for the F Division, 2006 for G Division, 2013 for H Division, 2017 for I Division, and 2021 for J Division. In all carnivals, schools are allotted lanes that remain constant for the entire carnival and are rotated on an annual basis.

Competitors are permitted to warm-up/warm-down in the ‘diving pool’ for A-E division carnivals, or a designated lane in the 50m outdoor pool for F-J division carnivals. Warm-up lanes may occur in the main pool or as shared lanes if otherwise designated.

Schools that have been relegated or elevated from, or to, a particular carnival division will be allocated to the lane of the school being replaced (See [Appx 4 Lane Allocations](#)).

## **Officials**

As determined by the Council of Member Principals, it is essential that event officials are suitably skilled to perform their required duties and are fully conversant with the rules and procedures applied to the role they have been assigned. Individual schools are responsible for the thorough briefing and preparation of allocated event officials prior to their carnival day.

It is also agreed that schools in higher division carnivals provide officials for the lower divisions, even though they are not competing in that carnival. Schools are to provide officials in accordance with the apportioned requirements of that carnival and assistance as afforded to other divisions of carnival. Country schools are not required to provide officials.

Officials provided by schools to the ACC must be WWC checked by the school under the Working with Children legislation. Please refer to the [Officials Information](#) page in this Charter for further details about swimming officials.

## **Queries, Protests and Disputes**

Individual schools have the right to appeal against matters arising during the carnival or final points/scores/results in any of the categories of trophies. Such appeals must be lodged in writing within three days of the completion of the carnival.

If the staging of the series of carnivals immediately occurs in the week prior to term holidays, the period permitted to lodge such appeals will be extended by a further three days. Please note, it is best to lodge an appeal or query on the day of the carnival, particularly with results queries as they can be resolved before final points and placings are announced.

If the Director of Sport cannot resolve a dispute/complaint, and it is not covered through normal Association policy, a sub-committee will be elected from the Sports Management Committee, and entitled the Disputes Committee, to resolve the matter. Further appeals related to the occurrence at hand are not permitted.

## **Equipment Required by Schools**

Schools are to supply their own First Aid Kit to deal with minor injuries, and rubbish bags to collect any rubbish from their designated areas.

## GENERAL COMPETITION STRUCTURE AND RULES

### Carnival Programs

All carnival programs are available on the ACC website as a PDF or Excel file.

<https://www.accsport.asn.au/carnivals/swimming/program-of-events>

Carnival programs are also available in booklet format (PDF) for download closer to the carnival dates. Schools will be notified once these are available. <https://www.accsport.asn.au/carnivals/swimming/program-booklets>

The [A & B division carnival programs](#) have **124 events**. The events are as follows for both genders.

	U13	U14	U15	U16	U17	U19
100 m Freestyle	div I	div I	div I	div I	div I	div I
50 m Freestyle	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II
50 m Breaststroke	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II
50 m Backstroke	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II
50 m Butterfly	div I	div I	div I	div I	div I	div I
Medley Relay	Junior div I			Senior div I		
Freestyle Relay	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II

The [C & D Division carnival programs](#) have **112 events**. The events are as follows for both genders.

	U13	U14	U15	U16	U17	U19
100 m Freestyle				div I	div I	div I
50 m Freestyle	divs I & II & III	divs I & II & III	divs I & II & III	divs I & II	divs I & II	divs I & II
50 m Breaststroke	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II
50 m Backstroke	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II	divs I & II
50 m Butterfly	div I	div I	div I	div I	div I	div I
Medley Relay	Junior div I			Senior div I		
Freestyle Relay	div I	div I	div I	div I	div I	div I

The [E & F Division carnival programs](#) have **92 events**. The events are as follows for both genders.

	U13	U14	U15	U16	U17	U19
100 m Freestyle				div I		div I
50 m Freestyle	divs I & II & III	divs I & II & III	divs I & II & III	divs I & II		divs I & II
50 m Breaststroke	divs I & II	divs I & II	divs I & II	divs I & II		divs I & II
50 m Backstroke	divs I & II	divs I & II	divs I & II	divs I & II		divs I & II
50 m Butterfly	div I	div I	div I	div I		div I
Medley Relay	UR div I					
Freestyle Relay	div I	div I	div I	div I		div I

The [G, H & I Division carnival programs](#) have **76 events**. The events are as follows for both genders.

	U13	U14	U15	U16	U17	U19
100 m Freestyle	Open div I					
50 m Freestyle	divs I & II & III	divs I & II & III	divs I & II & III			divs I & II & III
50 m Breaststroke	divs I & II	divs I & II	divs I & II			divs I & II

50 m Backstroke	divs I & II	divs I & II	divs I & II		divs I & II
50 m Butterfly	div I	div I	div I		div I
Medley Relay	Open div I				
Freestyle Relay	div I	div I	div I		div I

The [J Division carnival program](#) has **58 events**. The events are as follows for both genders.

	U13	U14	U15	U16	U17	U19
100 m Freestyle	Open div I					
50 m Freestyle	divs I & II & III	divs I & II & III				divs I & II & III
50 m Breaststroke	divs I & II	divs I & II				divs I & II
50 m Backstroke	divs I & II	divs I & II				divs I & II
50 m Butterfly	div I	div I				div I
Medley Relay	Open div I					
Freestyle Relay	div I	div I				div I

The lower division carnival programs have less events due to constraints on the availability of swimmers.

### Points Allocation and Scoring

Carnival Divisions	Event Divisions	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>
all	Div I	12	11	10	9	8	7	6	5		
all	Div II & III	8	7	6	5	4	3	2	1		
all	Relays Div I	24	22	20	18	16	14	12	10		
A & B	Relays Div II	16	14	12	10	8	6	4	2		

- All Div III events score the same points as Div II events.
- Where draws occur, each competitor or team is awarded the higher points and the points for the lower of the positions are omitted. (The points are not added together and averaged).
- If a variation in a placing occurs (e.g., a malfunction in the electronic timing/judging or a swimmer not touching the wall), the ratified result should be determined by the following method.

**1st Consideration:** Electronic timing based on the touchpad time.

**2nd Consideration:** The two timekeepers in each lane, based on the slower of the two times. (At HBF Stadium the timekeeper has a backup button mechanism.)

**3rd Consideration:** The referee's decision, based on the manual Finish Judge results.

**Extra Consideration:** In the event of a touch pad and backup button failing to register a time (due to mechanism failure or touch pad not hit hard enough) the competitor will be given an adjusted time relevant to their correct place.

- If an age group/gender or total scores are equal, teams are to share that place.



## Event Rules

ACC swimming carnivals are conducted using Swimming WA Officials under FINA rules, except if stated otherwise in this Charter. FINA swimming rules are available from the FINA website at <https://www.fina.org/swimming/rules> .

### One Start Rule

The **FINA “one start” rule (World Aquatics Competition Rules 4.4)** was adopted by the ACC in 2015:

*Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue, and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The referee repeats the starting procedure beginning with the long whistle (the second one for backstroke).*

### Interpretation

After all swimmers are “stationary”, any swimmer who moves before the starting signal may be disqualified when such movement is observed and confirmed by both the starter and referee.

### ACC amendment

Swimmers disqualified at the start shall still be allowed to swim in the race and the swimmer or swimmers shall be disqualified upon completion of the race. This change from FINA rules is to encourage participation and allow school aged competitors the opportunity to still compete in a race.

### A & B Division Carnivals

- To be conducted under FINA rules including the “one start” rule (SW4.4) with ACC modification that all swimmers disqualified at a start will still be allowed to swim in the race.
- For all other starts, finishes, changeovers, and stroke technique Swimming WA officials will use the current FINA rules.

### C - J Division Carnivals

- The FINA “one start” rule will be used with the ACC modification that all swimmers disqualified at a start will still be allowed to swim in the race.
- In addition, Swimming WA officials have the power to use their discretion and common sense when adjudicating on rule infringements and should only call a disqualification if the infringement provides the swimmer with a clear and unfair advantage.
  - Swimmers will be disqualified in a start if they start before the starting signal and the break provides them with a distinct and unfair advantage.
  - Swimmers will be disqualified in relays when a swimmer leaves the blocks before their team member touches the wall.
  - Swimmers will not be disqualified for stroke technique unless the incorrect stroke provides the swimmer with a significant unfair advantage.
  - Swimmers will not be disqualified for finishing a swim with an incorrect hand touch.

## Competitor Rules

Competitors are permitted to compete in one age group only for all events. Please refer to details below:

- A competitor who qualifies to compete in the U14 age group but elects to compete in a higher age group for his/her first event must remain in that higher age group for all other events.
- A competitor who qualifies to compete in U14 and elects to compete in U14 for his or her first event must remain in U14 for all other events.
- These rules apply to all events except for the medley relays (see “Relays” below).

There is no limit to the number of events that competitors may enter except where mentioned below:

- Competitors may enter in only one division of relay where two divisions occur in a carnival. This does not include medley relays.
- Where the same event type has two or more divisions, competitors are permitted to swim in one division only.

- Individual free-style events have two or three divisions.
- Breaststroke and backstroke events have two divisions for each gender in all age groups.
- Butterfly has only one division.
- **Carnivals A – F:** Competitors cannot swim in a 100m and a 50m freestyle event, i.e., competitors may only swim in an individual 50m freestyle event (Div I or II) or a 100m freestyle event.
- **Carnivals G – J:** Competitors can swim in a 100m and a 50m freestyle event.

In all carnivals, coaches need to consider the following:

- The general fitness of the swimmer.
- "Recovery" time before the actual performance.
- Availability of other team members.

NB: The start of an event will not be delayed for any competitor.

### **Fully Officiated Swim Carnivals**

A & B carnivals will operate as fully officiated swim carnivals so that competitor times can be sanctioned by Swimming WA to use as official qualifying times. Schools participating in the A and B carnival divisions will need to provide a [third timekeeper](#) as per the officials allocations to fulfill the requirement for this qualification process.

### **Open Events**

Where an event is Open, a swimmer from any age group may compete in this event and still remain in their correct age group for all other events. Points earned in an individual Open event will count towards the age championship in the correct age group, e.g., an U14 swimmer competes in the 100m F/S Open event; points gained in the 100m F/S Open event count in the U14 age championship.

### **Relays**

Competitors will not receive individual points for participation in relay events.

#### **Medley Relay**

For the medley relay event, swimmers from any junior (U13, U/14 and U/15) age group may compete and still maintain their age group status e.g., U/14 competitors may swim in all U/14 events throughout the day and swim in the junior medley relay.

This concept also applies to the senior medley relay event where swimmers from any senior (U/16, U/17 and U19) age group may compete and still maintain their age group status e.g., U/16 competitors may swim in all U/16 events throughout the day and swim in the senior medley relay. A junior swimmer cannot compete in the senior medley relay.

For E, F, G, H, I & J division carnivals, there is a boys' Open medley relay and a girls' Open medley relay. For the medley relay events, swimmers from any age group may compete in this Open event and still maintain their age group status e.g., U/15 competitors may swim in U/15 events throughout the day and swim in the Open medley relay.

#### **4 x 50m Freestyle Relay**

The 4 x 50m freestyle relay events are limited to one division in each of the genders and age groups in the C, D, E, F, G, H, I & J division carnivals. Competitors may swim in these relay events, regardless of how many other events they have entered in that age group.

### **Disqualifications**

The following procedure is to be followed when making a decision to disqualify a competitor or change the placings in an event. These decisions must be conveyed to each effected school during the carnival.

1. The decision is formulated by the Referee:
  - a) based on an infraction which the Referee has directly witnessed.
  - b) based on an infraction brought to the attention of the Referee by a Judge of Strokes or Starter.
  - c) based on an infraction brought to the attention of the Referee via a protest from an individual competitor, team coach or manager.

In the instance of a protest the Referee must pursue all sources of evidence to arrive at a decision in a reasonable amount of time to avoid undue delay. e.g., Gain evidence from other officials such as the Judges of Stroke, Starter, Check Starter, Place Judge, Chief Timekeeper and Timekeepers.

2. If the decision results in a re-scheduling of events, the decision is conveyed to the Carnival Manager for confirmation.
3. The relevant paperwork is submitted to the Results Room so the decision can be put into effect.
4. The Results Room Manager will arrange for an ACC staff member to advise the team coaches/coordinators of the effected teams of the decision and the reason for it. NB: *No Discussion is entered into at this stage. (See point 5 below.)*
5. If school team coaches/coordinators do not agree with the Referee's decision, the time to voice that opinion is within the 30 minutes permitted for protests under FINA regulations for technical breaches.
6. If necessary, the Referee may ask the announcer to call team coaches to report to a central location at a specific time.

Swimming WA officials will be provided with DQ's sheets in duplicate booklets. The top white sheet to go to the results room. The bottom yellow sheet is to be delivered to the school coach by a student official after the event.

At C-J division carnivals SWA officials will also be provided with SWA Swimming Stroke Correction Forms to issue to students that use an incorrect stroke/start/finish technique that does not result in a DQ. Correction forms will either be issued direct to the swimmer by the official or after the event will be delivered to the school coach by an official.

N.B. The rule modifications in the C-J division carnivals should alleviate the high level of disqualifications for minor infringements at these carnival divisions. The standard of swimming in A & B division carnivals is of a sufficiently high standard that normal FINA rules should apply. No change has been made to the way A & B division carnivals have already been controlled by SWA officials.

### **Bather Disqualifications**

The Referee has the power to disqualify a competitor who is not suitably attired in their official school bathers. The Check Starter is to advise the Referee of any competitor not conforming to this rule. Board shorts, sports shorts, bikinis, inappropriate underneath bathers, non-official school bathers are not to be worn under any circumstances unless the school has an exemption.

### **Use of Video Evidence**

In 2017 the ACC adopted the following rule:

No video recording to be used across all carnivals (swimming, athletics, cross-country) as evidence for results or an appeal. Schools and parents may take video or photographic recordings of their own students, but this will not be used by the ACC as appeal evidence. The only use of video recording in result adjudication will be in cases where the ACC deem it appropriate for event officials to officially video record events for results purposes.

### **Poolside Coaching**

Pool-side coaching (concourse) is not permitted and school or individual 'timers' are not permitted on the concourse. No student or staff member is to be on the concourse unless competing or officiating. Coaches/students and parents are not to seek vantage positions on or near the finish line.

### **Fundraising**

As per ACC policy, schools are prohibited from conducting fundraising activities at ACC events.

## Age Classifications

ACC policy is that students competing in ACC sport must be under 19 years of age on 31<sup>st</sup> December. Students who have turned 19 years of age are not permitted to participate in ACC sport. It is also ACC policy that student participation is limited to "secondary school students" and that the minimum level for participation is enrolment in Year 7.

All ACC carnivals will use one age cut-off date for age group classification. This date is **30th June**.

### Age Classification Chart 2024

BIRTH YEAR	MONTH	CARNIVAL DIVISION			
		A - D	E - F	G, H & I	J
2006	July - December	U19	U19	U19	U19
2007	Jan - June				
2007	July - December	U17	U19	U19	U19
2008	Jan - June				
2008	July - December	U16	U16	U19	U19
2009	Jan-June				
2009	July - December	U15	U15	U15	U19
2010	January - June				
2010	July - December	U14	U14	U14	U14
2011	January - June				
2011	July - December	U13	U13	U13	U13
2012	January - June				

## Multi Class Competitors

ACC students with a classifiable disability can compete in the ACC divisional swimming carnivals held at HBF stadium in their own multi class (MC) / inclusive (INC) programmed events. ~~However, to compete, these students must hold a multi-class swim classification appropriate to their disability.~~ Students are either deemed multi class (hold a classification from the relevant state sporting body), or inclusive (not classified). A reminder to staff completing nomination(s), that these are competitive events, and it is a requirement that athletes are capable of swimming 50m.

On their carnival day, the swimmers will marshal and compete in the programmed MC / INC events, however, if they have already qualified as part of the school swim team, they would remain in their designated school lane.

All students, either classified or those competing as an inclusive athlete, are nominated in the same way as any other school athlete, through the nomination process. ~~with disability (SWD) that wish to compete must complete the Multi Class / Inclusive nomination form by 23 February. Please complete a new form for each student being nominated.~~  
<https://www.accsport.asn.au/carnivals/swimming/multi-class-swimming/multi-class-swimming-nomination-form>

Athletes with a range of disabilities, from multiple classifications, compete together in their respective programmed age groups. They race against the world record time in that event for their classification. The winner of the race is not always the athlete who touches the wall first, but the swimmer who posts the highest Multi Class Point Score (MCPS) and the time closest to the world record for their classification. Personal swim results for both classified and inclusive swimmers will be recorded and collated, however, no points will be allocated to the swimmers' school team results. The exception is only those swimmers that are competing as both a Multi Class classified swimmer *and* a mainstream swimmer for their school.

Only participants with a classification will be able to break and set ACC records, as well as being eligible for ACC records and All Stars Team selection.

All Multi Class (classified) results will be forwarded to Swim WA with the swimmer's times considered for development and state team selection.

### Classification Process

Classification processes are different for different disabilities. This process should only be completed by students who wish to participate in the mainstream carnivals and may want to continue the pathway of competitive and/or club swimming.

The athlete will need to provide medical documentation stating that they have an eligible impairment for classification. This will open the way for that athlete to undertake a face-to-face evaluation to become eligible to compete in Multi Class competition.

### Physical Impairment Classification

There are 2 options for **physical impairment** classification:

**Provisional:** allows the individual to compete at school & club level. To obtain a provisional classification, students must complete sections 1-4 of the Provisional Evaluation Kit & attach a copy of a report or letter from a medical doctor stating the students diagnosed medical condition with their application.

**National:** allows the individual to compete at National level competition. These are performed by a medical & technical classifier & organised quarterly in WA.

For a copy of the Provisional Evaluation Kit, or to find out when the next national classification session is being held in Perth, please contact: [classification@wa.swimming.org.au](mailto:classification@wa.swimming.org.au)

### Vision Impairment Classification

Completed via the Australian Paralympic Committee (APC). Individuals are required to provide medical documentation from their ophthalmologist prior to seeking a classification. Refer to the following online classification link for more information: <https://www.paralympic.org.au/classification/vision-classification/>

### Intellectual Impairment Classification

Completed via Sport Inclusion Australia (SIA). If students already have eligibility for other sports in this category, they will be able to provide their SIA number. The Athlete Registration & National Eligibility Application Form can be accessed here: <https://sportinclusionaustralia.org.au/wp-content/uploads/2021/12/School-Sport-Reg-form-Student-November-2021.pdf>

### Hearing Impairment Classification

Completed via Deaf Sports Australia (DSA) via the following link. Once processed, applicants will receive a classification letter confirming their eligibility status: <https://deafsports.org.au/classification/>

### Transplant Classification

Completed via Transplant Australia. Students are required to have the following form completed by their transplant physician and returned to Transplant Australia: <https://transplant.org.au/wp-content/uploads/2014/12/Swimming-and-Athletics-Classification-form.pdf>

### Further Information

For more information on multi class swimming, visit the following link: <https://wa.swimming.org.au/resources/athlete-services/multi-class-swimming> or contact Adam Popham (Swimming WA Inclusion Coordinator) [adam.popham@wa.swimming.org.au](mailto:adam.popham@wa.swimming.org.au) (Monday or Friday).

Alternatively, contact Cherie Pirnie, Sport Operations Manager (Inclusion) [cherie.pirnie@cewa.edu.au](mailto:cherie.pirnie@cewa.edu.au)

## Records

If a competitor equals, but does not better the record, the record is considered a shared record.

If a competitor elects to compete in an age group above his or her qualifying age group and betters or equals the record time in their qualifying age group, the new time shall not be ratified as a record, e.g., an U14 competes as an U15 and breaks an U14 record; that record is unofficial.

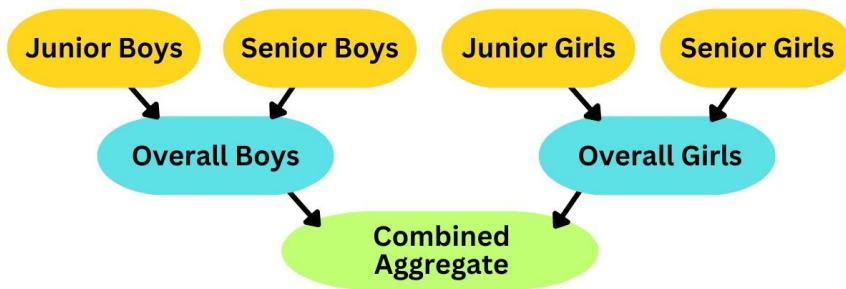
If a competitor elects to compete in an age group above his or her qualifying age group, and that competitor betters or equals the record time in that higher age group, the new time shall be ratified as a record or shared record, in that higher age group.

In some cases, students are forced to compete in a higher age group because their school carnival division does not offer their actual qualifying age category, e.g., J division includes U13, U14 and U19 age groups only. If a swimming time in that higher age group is a record performance for the actual age category, then the record will be recognized if the relevant school notifies the ACC. School staff are encouraged to monitor talented students that are competing in higher age groups for carnival divisions that do not offer the actual age group they would normally participate in.

ACC Swimming Records are available on the ACC web site at <https://www.accsport.asn.au/carnivals/swimming/records>.

## Trophies and Results

At all carnivals, trophies are awarded in the following 7 categories:



If a category has two schools with equal highest scores, the schools involved will share the trophy. Single gender schools vie for the Junior, Senior and Aggregate trophies only, according to their gender.

The Junior and Senior age categories within each division of carnival are as follows.

	Junior	Senior
A, B, C & D Division	U13, U14 & U15	U16, U17 & U19
E & F Divisions	U13, U14 & U15	U16 & U19
G, H & I Divisions	U13 & U14	U15 & U19
J Division	U13 & U14	U19

The previous year's category winners are to return trophies at the closest Sports Management Committee meeting, prior to the series of carnivals. Trophies are to be engraved, repaired, and thoroughly cleaned prior to their return.

### History of Results

A full summary of the swimming history of results is available on the ACC web site at <https://www.accsport.asn.au/carnivals/swimming/history>

### ACC Honorary All Star Swimming Team

The Honorary ACC All Star Swimming team comprises of the best swimming performances in each gender, age group and event across all carnival divisions. Each selected student will receive a certificate and an all stars pin from the ACC to recognize their achievement.

Medley relay teams comprise of the best swimming performances in each of the four strokes. The freestyle relays comprise the four best swimming performances in 100m freestyle and 50m freestyle.

Certificates are also awarded to the male and female age champions in each carnival division. Whilst age champions receive a certificate to recognize their achievement, they are not automatically selected in the All Star team so will not receive a pin badge.

If a student qualifies for a swimming All star team four times, they will qualify for ACC Letters. Schools are notified of all selections after each carnival series.

## SCHOOL ADMINISTRATION

### Officials Information

The ACC website contains a list of swimming officials' key information and relevant charter appendices at <https://www.accsport.asn.au/carnivals/swimming/officials-info> . Schools can also refer to the relevant documents and duty descriptions in the appendices listed in this document.

### Officials Nominations

Officials Nominations must be submitted to the ACC by **Monday 26 February 2024**. Nominations can only be submitted by emailing a completed officials nomination workbook. The workbook will have a different spreadsheet for each division and is available on the ACC website at <https://www.accsport.asn.au/carnivals/swimming/nominations> . Please refer to the following instructions for officials nominations:

1. Download the Officials Nomination Workbook from the swimming nominations page on the ACC web site. Click the link below or type the address into your web browser address bar.
2. Open the Workbook Excel file and save it on a local drive or desktop of your computer.
3. Click on the carnival division tab (bottom of sheet) that your school is competing in. This will take you to your school's nomination spreadsheet.
4. Type the name of your adult officials into the sheet in the cells/spaces that are assigned to your school. Do not type names in cells/spaces designated to other schools. (ACC does not require student assistant names)
5. When you have finished entering your officials' names, save the file onto your local drive and then send it as an email attachment to the ACC office to [trent.sharpe@cewa.edu.au](mailto:trent.sharpe@cewa.edu.au)

If you are unsure of how to nominate your officials using the spreadsheet contact your school office/administration, IT department or the ACC office. This is an example of what the Carnival Officials Workbook looks like (excerpt only). The highlighted columns (full name and WWC check) must be completed where indicated for your school.

Official	No. of student officials	Appendices Relevant to Official Duties	School	Full Name	WWC check	Sign in	Time
Chief Timekeeper	1	19.7 27, 28	CBC	John Smith	X		
Results Ratifier	0	20.1 23, 19.3.1	CBC	Jackie White	X		
Chief Marshall	1	19.4 23	All Saints				
Marshall No. 2	1	19.4 23	John XXIII				

### Officials' Information and Duty Descriptions

Refer to the ACC web site for important information for all officials positions at <https://www.accsport.asn.au/carnivals/swimming/officials-info> and download the [Swimming Carnival Officials' Handbook](#).

### Working With Children

All officials working at ACC carnivals are required to be checked under the Working with Children (WWC) legislation. When nominating officials, schools will need to mark an **X** on the nomination form to confirm that the person has a valid Working with Children ID, is covered by an exemption, or covered as a teacher under their TRB registration. Schools need to keep records of their officials WWC status. Officials that are contracted by the ACC (i.e., Swimming WA Referees), will have their WWC check, and information recorded by the ACC. For more information, check the ACC guidelines at <https://www.accsport.asn.au/sites/default/files/wwc.pdf> .

### Officials Allocations

Schools in divisions A, B, C, D & E are required to provide officials for the F, G, H, I & J division carnivals. **Depending upon the amount of country schools that may be in a particular division, some slight variances to the above may occur.**



In 2024, SEDA students will not be able to provide officials for any of the ACC swimming carnivals. ACC member schools may provide officials as part of their VET programs. Regardless of this assistance, schools are still required to supply student assistants to help the SEDA and ACC VET officials (if they are fulfilling an adult official role). This will be marked on the officials nomination spreadsheet.

### ACC Vocational Education & Training Program (VET)

It is the aim of the ACC to provide schools with the opportunity to enrich and further enhance their school-based VET programs. As a part of practical student learning, schools can nominate VET classes to assist with the operations of major ACC sporting events and carnivals. The ACC VET placement will then provide learning opportunities that relate to the course competencies for the students.

Only schools conducting registered VET courses in a suitable area may submit a nomination, i.e., Certificate I/II/III Sport & Recreation or Certificate I/II/III Information, Digital Media & Technology. Registered VET courses should have an official Registered Training Organisation (RTO) and be accredited through the Training Accreditation Council of WA.

ACC carnival dates are listed on the ACC web site at <https://www.accsport.asn.au/calendar/dates>. Schools may wish to nominate for more than one carnival type, e.g., swimming, athletics, cross country, etc. Schools can also nominate more than one class for an event. Schools only need to complete one form for all nominated events and classes. Once nominated, school allocations will be based on specific skills, knowledge or experience in areas of most benefit.

Schools interested in nominating VET classes to work as officials at the ACC carnivals must complete the VET Officials web form at <https://www.accsport.asn.au/carnivals/swimming/nominations/vet-officials-nomination> by **23 February 2024**.

The ACC will assess all the nominations and will notify schools if their nomination was successful. Not every school/class that nominated will receive a VET carnival allocation. Allocations will be assessed on the following criteria:

- School has a registered VET course in a suitable area, i.e., Sport & Recreation / Information, Digital Media & Technology.
- The ACC VET placement will provide learning opportunities that relate to the course competencies for the students.
- VET students have some specific skills, knowledge or experience in an area that would benefit the ACC carnival.

The following list provides some detail into the practical based VET skills and competencies that students would be able to perform as a part of their ACC official's responsibilities. Please note that within each officiating role a range of skills can be performed depending upon the different sporting carnival or activities selected.

- Implementing organisation, planning and time management. Organising daily work schedule such as arriving on time at the carnival, signing in for all start-up briefings, allocating toilet breaks, bringing a healthy packed lunch and efficient use of time during the sport program delivery.
- Issue and set up equipment for sporting activities. Checking equipment regularly to ensure availability and operational capacity. Ensure athletes and spectators are using equipment safely and for its intended purposes.
- Maintaining sporting equipment in a clean and safe condition.
- Following work health and safety policies (OHS). Providing a duty of care to protect themselves and others from potential hazards during the sporting event.
- Providing a safe working environment inclusive of safe equipment usage to minimise risks.
- Following risk management policies and protocols for venues and facilities during events.
- Assist in preparing and conducting sport and recreation sessions such as gameplay, training, and umpiring
- Providing coaching that is safe and non-discriminatory
- Implement strategy and tactics during sport sessions and gameplay
- Officiate games or competitions
- Applying ethical practice when dealing with participants, spectators, and other officials
- Develop and update sport, fitness and recreation industry knowledge through discussion, industry seminars, and other professional associations
- Use specific sport and recreation industry related information (rules and regulations)
- Using basic written skills and computer skills to record information during scoring and recording

- Communicating effectively with others in a sport and recreation environment using a range of communication techniques such as verbal, hand gestures, signs and signals, and information technology. Actively listen during meetings and ask questions when required.

### Student Officials

Student officials (assistants) are needed to assist some of the officials' roles. The number required is listed in the Officials Workbook under "Number of Student Assistants". Schools are responsible for organising student assistants for officials at their own divisional carnivals.

Schools in higher divisions providing officials to lower division carnivals are not required to provide student assistants, only the adult official. These student officials will be provided by the schools attending the lower division carnivals. Metro schools at carnival divisions F, G, H, I & J must provide an extra 2 student assistants on top of their normal allocation.

### Second Timekeeper Officials

Each school is allocated a timekeeping lane and must provide a competent second timekeeper for that lane. This lane is different to their assigned competitor lane. The second timekeeper may be a staff member, adult volunteer, or competent school student. Schools may rotate individuals to this role throughout the carnival but must have someone filling this role on their allocated lane at all times. **Country Schools that are competing are not required to provide officials or timekeepers.** In the instance of country schools competing within a division the metro schools competing in that carnival may pick up an extra timekeeping lane as per the official's workbook allocations. *Example: 1 adult + 1 student per lane*

Single gender schools are to share the timekeeper allocated lane duty where the female school fulfills the role in the first half of the program and the male school fulfills the second half of the program. Second Timekeeper officials must report to the Chief Timekeeper at the finish end of the pool 15 minutes before the carnival start time.

### Third Timekeeper Officials (A & B Divisions Only)

Schools participating in A and B carnival divisions will need to provide a third timekeeper to assist with the qualification requirements for a fully sanctioned meet. The third timekeeper may be a staff member, adult volunteer, or competent school student. Schools may rotate individuals to this role throughout the carnival but must have someone filling this role on their allocated lane at all times. *Example: 1 adult + 2 students per lane (in A & B Division)*

### Allocated Timekeeping Lanes

LANE	A DIVISION
1	Chisholm
2	Newman
3	John XXIII
4	St Brigid's / Mazenod
5	Mandurah CC
6	Sacred Heart
7	All Saints'
8	Mercedes / CBC

LANE	B DIVISION
1	Corpus Christi
2	Prendiville
3	St Mark's
4	Lake Joondalup
5	Peter Moyes
6	St Stephen's Duncraig
7	Kolbe
8	Kennedy

LANE	C DIVISION
1	Ursula Frayne
2	Ursula Frayne
3	Guildford
4	Guildford
5	Mandurah Baptist
6	Mandurah Baptist
7	Frederick Irwin
8	Frederick Irwin

LANE	D DIVISION
1	Kingsway
2	Emmanuel CC
3	Swan Christian
4	Swan Christian
5	St George's
6	St Norbert
7	La Salle
8	John Septimus Roe

LANE	E DIVISION
1	Lumen Christi
2	Tranby
3	Swan Valley
4	Seton
5	Mater Dei
6	Carey Harrisdale
7	Servite
8	St Stephen's Carramar

LANE	F DIVISION
1	Providence
2	Living Waters
3	Quinns
4	Helena
5	St James'
6	St James'
7	Irene McCormack
8	Peter Carnley

LANE	G DIVISION
1	Holy Cross
2	Holy Cross
3	South Coast
4	Rehoboth
5	Mercy
6	John Wollaston
7	Austin Cove

LANE	H DIVISION
1	Carmel
2	Court Grammar
3	Aranmore
4	Mundaring
5	St John Bosco
6	St John Bosco
7	Mother Teresa
8	Mother Teresa

LANE	I DIVISION
1	St Andrew's
2	St Andrew's
3	Fremantle Christian
4	Ellenbrook
5	Carey Forrestdale
6	Foundation
7	Foundation
8	The King's College

LANE	J DIVISION
1	International School
2	Heritage
3	Southern Hills
4	Southern Hills
5	Salvado
6	Immaculate Heart
7	Alkimos Baptist

### Officials Arrival and Briefing Times

Officials must make adequate travel arrangements to arrive at the venue on time and avoid travelling on the school spectator buses as this will cause a late arrival. The ACC Official's Manager is to advise the Carnival Manager of any late arrivals or non-attendance of officials. The school concerned will then be contacted to provide a substitute.

Officials are to register their arrival with the ACC Official's Manager well before the carnival briefing. The ACC recommends arrival at least 20 minutes prior to the briefing which is scheduled for:

- 8:20 am for A & B division carnivals
- 9:20 am for C, D, E, F, G, H, I & J division carnivals

Officials are required to attend a carnival briefing and then report to their Chief Official who will give a final briefing. This procedure assists in ensuring that the carnival commences on time and all relevant information is relayed to officials.

Officials will be supplied with an ACC Official's vest and, if required for their duty, an ACC clip folder, paperwork, and other equipment. All vests, clip folders, paperwork and any other equipment provided are to be returned at the conclusion of the carnival. Officials are to bring their own pen, personal sun protection and lunch.

Officials will be catered for during their duty at no individual cost. [Catering](#) will be delivered to the event location from 10.30 a.m. to 1.30 p.m. Refreshments only include cold drinks, tea, coffee and biscuits (not lunch) for adult and student carnival officials.

## ACC Staff Roles

### Carnival Manager

The carnival manager is responsible for overseeing all carnival procedures including equipment management, administration and member school correspondence.

Specific Tasks include:

- **Update the ACC Swimming Charter**
- Distribute all relevant carnival information.
- Liaise with local Councils.
- Allocate officials according to apportioned requirements.
- Allocate spectator seating.
- Allocate competitor seating.
- Book first aid officers for all carnivals.
- Ensure venue catering is in place.
- Attend to ACC equipment repairs relevant to swimming carnivals.
- Arrange signage for new member schools.
- Liaise with the rostered catering school.
- Allocate lane orders.
- Ensure carnival results management procedures are in place.
- Receive notifications for nominated swimming uniforms.
- Event Equipment management.
- Ensure swimming shields are returned and prepared.
- Prepare a media report at the conclusion of each carnival.
- Convene a disputes committee meeting if necessary.
- Update swimming records.

### Results Manager

The Results Manager is responsible for the overall management of carnival results. Prior to the carnivals, and on the morning of each carnival, the Results Manager should check the program data which includes:

- Correct carnival division
- Program of events
- Lane allocations
- Event data entries
- Age group allocations
- Points allocations (can vary depending on number of schools in each division)
- Team names, numbers and codes
- Report on multiple age group entries

The Results Manager will adhere to the following actions on the day of the carnival:

- Ensure that all technical equipment is operational.
- Deal with any inquiries regarding results.
- Manage the process of student additions or competitor changes required by a school on the day.

- Check that swimmers only compete in either 50m or 100m freestyle events (A-F Carnivals only). Competitors cannot compete in both events on the day for these carnival divisions. This needs to be manually checked on the day of the carnival.
- Throughout the carnival at intervals of approximately 15 minutes provide the scoreboard operator progressive aggregate scores for the announcer and scoreboard operator. For carnivals with single gender schools, the overall aggregate scores and the boys & girls aggregate score must be provided (see appendix O16).
- Ensure that results are posted on the website throughout the carnival.
- At the conclusion of the carnival, a complete analysis of final scores is to be provided for the Carnival Manager to enable trophy presentations to proceed. If there is a 'draw' in any category, the shield is shared between the two winning schools. This analysis includes trophies for the following categories:
  - Junior Girls (A-D div carnivals includes Girls Junior Medley Relay results)
  - Junior Boys (A-D div carnivals includes Boys Junior Medley Relay results)
  - Senior Girls (A-D div carnivals includes Girls Senior Medley Relay results)
  - Senior Boys (A-D div carnivals includes Boys Senior Medley Relay results)
  - Girls Aggregate (E-J div carnivals includes Open Girls Medley Relay results)
  - Boys Aggregate (E-J div carnivals includes Open Boys Medley Relay results)
  - Overall Aggregate (includes all results from all events)

### **Officials Manager**

The Officials Manager is responsible for all officials roles on each carnival day.

Prior to the carnival series, the officials manager fulfills the following tasks:

- Prepares the officials nomination workbook with updated allocations for each school in each carnival division.
- Collates each schools nominations and prepares a checklist for each carnival day.
- Attends to any queries or concerns from member schools about their officials provision.
- Prepares folders for each official with information about the role.

On carnival day, the officials manager fulfills the following tasks:

- Signs in each official as they arrive at the venue for their duty.
- Distributes relevant folder to each official.
- Follow up on officials that have not turned up for their role by contacting the relevant school.
- Troubleshoot any problems on the day and reallocate roles as required.
- Brief officials prior to the start of the carnival.
- Prepare a table for the winning shields ready for presentation at the end of the day.
- Meet with the special guest presenter and brief them on their role before presentations begin.

### **Catering**

Schools are not allowed to bring catering from outside into the HBF Stadium facility. Bulk food orders must be placed through the HBF Lemon Tree Café. Schools are encouraged to advise students to bring a packed lunch. This assists in limiting student movement from designated areas.

The main café at HBF Stadium is prohibited to students during the carnival. Food outlets will be set up in the concourse area behind the permanent grandstand and students can purchase food and drinks from these outlets. A pass system can be organized from within the school to permit student access to toilets and food outlets.

Parents and staff may use the main café area but if parents are purchasing for their own child at the carnival then they should also use the outlets on the concourse area.

Event officials are provided with refreshments only (hot/cold drinks and biscuits) from 10.30 a.m. to 1.30 p.m. by the ACC. Schools need to notify their supervising staff and officials to make their own lunch arrangements or use the venue café. Swimming WA officials are provided with refreshments and lunch by the ACC.

The café staff at the venue provide the food/beverage & equipment on the morning of each carnival. An individual school from each division of carnival provides the catering distribution service (see [Appx 4](#)). The distribution service is allocated to schools on a rotational basis. Schools that have been relegated or elevated from one year to the next will take the place on the roster of the school whose place they have filled.

### Catering Roster

<b>A</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	St Stephen's Duncraig	n/a	Sacred Heart	Mandurah CC	CBC Fremantle	All Saints	Newman	Mercedes	John XXIII	Chisholm
<b>B</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	St Brigid's	n/a	Kolbe	Prendiville	Corpus CC	Peter Moyes	Mazenod	Ursula Frayne	Lake Joondalup	St Stephen's Duncraig
<b>C</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Kennedy BC	n/a	John Septimus Roe	Mandurah BC	Frederick Irwin	Guildford G	Kennedy BC	John Septimus Roe	Mandurah BC	Frederick Irwin
<b>D</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Servite	n/a	Emmanuel CC	St George's AGS	Swan Christian	St Norbert	La Salle	Kingsway Christian	Emmanuel CC	Lumen Christi
<b>E</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Mater Dei	n/a	Carey - H	Seton	Lumen Christi	Swan Valley	Irene McCormack	Servite	St Stephen's Carramar	Mater Dei
<b>F</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Providence	n/a	Quinns	Helena	Tranby	Mercy	Living Waters	Peter Carnley	Providence	Quinns
<b>G</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Aranmore	n/a	Austin Cove	Rehoboth	John Wollaston	St James'	Aranmore	Austin Cove	Rehoboth	John Wollaston
<b>H</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Court Grammar	n/a	St Andrew's	Mundaring	South Coast Baptist	Mother Teresa	Court Grammar	St Andrew's	Mundaring	South Coast Baptist
<b>I</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	Ellenbrook	n/a	The King's College	Carey Baptist - F	Foundation	St John Bosco	Fremantle Christian	Ellenbrook	The King's	Alkimos
<b>J</b> Div	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
	International School	n/a	Alkimos	Heritage	Southern Hills CC	Immaculate Heart	Salvado	International School	Carey - F	Heritage

NB: Where **elevation** and **relegation** has occurred, the schools involved take each other's place in their new divisions.

The rostered catering school will only be responsible for food & beverage distribution on the carnival day. Costs will be shared between all participating schools.

The catering school will also act as the host school and their Principal will be the Presenter of Awards. The exception to this will be in divisions where a school Principal is a member of ACC Executive; then the Executive Principal will be the Presenter of Awards for that division.

## Competitor Information

Competitors are to remain in their allocated area at all times except when warming up or competing in an event.

### Warm-up Protocols

- Competitors are permitted to warm up under the strict supervision of their school staff member(s) before the carnival commences and before each event (see [Appx 6](#)).
- Competitors must wait for the clearance from their 'competitor seating area staff member' to go directly to the warm-up/warm-down 'pool staff member'.
- Warming up simply enables the competitor to dive, start and loosen up with continuous stroke production. Milling 'around' in the water or at either end of the pool is not permitted.
- Keep to the left of your lane.
- Competitors can warm up in the main pool prior to the start of the carnival and must be completed 20 minutes before the designated start time of the first event. This is to allow time for pool staff to place and test the timing/touch pads. Schools are asked to check with pool staff before entering the main pool.
- Once the carnival commences, competitors can warm up for a period of 10 minutes prior to being called for marshalling (subject to pool availability). They are also permitted to warm down for 5 minutes after their event (subject to pool availability).
- Due to the layout of the stadium, the conduct of the warm-up/warm-down process is in full sight of all school spectators. Consequently, appropriate behaviour is essential for the smooth running of the carnival.
- Refer to [Appx 4](#) for your school's allocated warm-up lane and times.

### Marshalling Protocols

Listen for your individual event to be called. Do not go to the marshalling area for an event type, e.g., freestyle, breaststroke, etc. Competitors are not to take supporters to the location of their event.

- The order of school signs in the marshalling area is representative of lane numbers. Students are to be aware of their allotted lane number prior to marshalling.
- Competitors in individual events are to follow the marshalling instructions as described below.
  - Receive marshalling instructions from your team manager/coach.
  - On hearing the marshalling announcement over the public address, immediately report to the prescribed marshalling area.
  - On arrival at the marshalling area, sit in the prescribed seat behind the appropriate school sign in event order, starting with the lower age groups towards the front. The order of school signs represents the order of lanes.
  - Await the marshal's call.
  - Register your name and competitor number (and division of event) with the Marshall. The designated marshal will move along the row of chairs to make recordings.
  - As a group, and under the guidance of a student marshal's assistant, move to the start area for that event, via the prescribed path.
  - Await instructions from the starter's assistant at the start assembly area for that event.
- Competitors in the relay events are to follow the marshalling instructions as described below:
  - School marshals are to take relay teams to the general marshalling area one age group at a time as called by the marshal.
  - The Marshall/s put teams into lane places as indicated by school signs.
  - The Marshall/s double check that teams are in correct lanes. From here, the marshal's assistant takes each group of swimmers to their relevant change over ends.
- On the completion of an event, competitors must remain in the water in their lane.

- Once directed to exit the water, competitors are to move immediately back to their designated school competitor areas (if they do not warm-down in their allocated warm up/down pool and lane).

### Competitor Nominations

Schools are asked to submit the names, birthdates and genders of their entire secondary school student population by completing the relevant form, available on the ACC website. The form is listed as 'Student Nomination Spreadsheet (whole school list)' <https://www.accsport.asn.au/carnivals/swimming/nominations> .

If you are unsure of how to access the required data, contact your school office/administration, IT department or the ACC office. Most schools will have a database of student information, and this can be used to transfer data to the form. IT staff should be able to export the required data and enter it into the form in the correct fields. It is important that student data is entered in the correct columns, and no changes are made to the format of the file.

### Student Data Upload

Schools will receive a unique link to their online nomination form where they can upload their own student data. The nomination form will allow schools to add, delete and edit student details. Once the student data has been uploaded, the carnival event fields will populate with students in their correct age group categories.

Competitor numbers will be allocated to students via the online form approximately two weeks prior to the commencement of the carnivals. Schools will be able to export a student list with competitor numbers from the nomination form for their perusal. Please refer to [competitor numbers](#) for information regarding this process.

**NB: If you have a student who goes by a 'preferred' first name that is different from their official first name, please enter the preferred name only in the First Name column.**

The due date for school student data to be uploaded to the online nomination form is **Friday 16 February**.

### Team Nominations

Once student data has been uploaded to the online nomination form, schools are to begin entering their competitors to the events in their carnival program. If there is an error, or schools cannot find a student when searching the drop down menus, there are options to correct student data so that they import correctly into their age categories. Please refer to the **Frequently Asked Questions** link on the nomination page for assistance. If schools cannot solve an issue within the form, please contact the ACC.

Schools are not required to download the online form. Additions, changes and entries completed by the user will automatically be saved, and available to schools for further editing up to their carnival day.

The online team nomination form must be completed by the due date listed in the table below.

Carnival Division	End	Entries Close
J	11 Mar 2024	8 Mar 2024
I	12 Mar 2024	8 Mar 2024
H	13 Mar 2024	11 Mar 2024
G	14 Mar 2024	12 Mar 2024
F	15 Mar 2024	13 Mar 2024
E	18 Mar 2024	15 Mar 2024
C	19 Mar 2024	15 Mar 2024
A	20 Mar 2024	18 Mar 2024
B	21 Mar 2024	19 Mar 2024
D	22 Mar 2024	20 Mar 2024



## Online Nomination Form Instructions

### **ENTERING**

- Schools use their unique link to enter the form.
- There are two forms (tabs provided at the top of the form).
  1. The first form is for entering competitors into carnival events (including Multi Class). Schools must have all competitor entries completed before the entry close date listed in the table above.
  2. The second form is for student information. This form helps solve frequently asked questions about common errors that occur with student data, birthdates, etc. Students can be added, deleted or corrected using this form. It is also the form that provides the link for schools to upload their student data spreadsheet.
- If you have a Multi Class or Inclusive competitor, please search for the student in the field provided on the second form and complete the additional information required so they can be entered into a Multi Class event in the carnival program.
- Schools must select competitors for each individual event; however, it is not compulsory to enter competitors for relay events.
- Start typing competitor's name and it will appear in the cell.
- You can share the link with other staff members at your school.
- More than one person can work on the form at the same time.

### **CHANGES**

- The form is saved automatically after entries or changes are made.
- Schools can make as many changes as desired until **carnival day**.
- Age group changes are simple. Just search for the competitor as all lower age categories are listed in the database for the higher age group events.
- If a school enters a competitor in more than one age group, an error message will appear in the event field on the form to alert that a correction is required.
- Schools can come into the results room to notify results staff of competitor changes throughout the carnival; however, this is not compulsory. Any last minute changes will be picked up at marshalling.
- It is strongly encouraged that schools have their competitor entries as up to date as possible to avoid potential problems. Schools should be checking the online results regularly to pick up any unforeseen errors and report them to the results room immediately.

### **DUE DATES**

- Student data upload for all divisions: **Friday 16 February 2024**
- Team Nomination Form: See above table for relevant due date.

## **Competitor Numbers**

A competitor is only permitted to register under their one allocated competitor number. Competitor numbers are to be written on the back of the left hand of each competitor, in permanent black marker by the team Coach or Manager. Please note the following:

- The bottom of the numbers are to be closest to the knuckles.
- Numbers to be not less than 3cm in height.
- Print numbers clearly:
  - ensure 1's are distinct from 7's
  - ensure 3's are distinct from 8's
  - ensure 4's are distinct from 9's
  - ensure 5's are distinct from 8's
  - ensure 6's are distinct from 0's



Each school has a 3-letter ACC school code which can be found on your school page on the ACC website. This is to be written on the back of each competitor's right hand.

## Race Procedure

- Competitors are to observe the start procedures as follows:
  - a) “Whistle” to climb onto the blocks. Stand on the back edge of the blocks.
  - b) “Take your marks”.
  - c) “Beep” to start.
  - d) False start (second repetitive beep plus dropping of false start roper.
- When touch pads are used, competitors must touch firmly.
- Exit the pool via the steps. Do not climb up and over either end of the pool.

## Etiquette

- Support fellow team members by participating to full capacity.
- Be suitably and appropriately attired.
- Promote worthy competition without losing the aspect of enjoyment of participation in a friendly atmosphere.
- Respect the oppositions’ involvement as individuals and as a team.
- Assist officials, team managers and coaches by following carnival protocols.
- Take heed of your school’s ethos while spectating and participating.

## Clothing/Towel Baskets

At carnival **Division A** there will be a clothing basket system available that allows competitors to place their discarded clothing/towels in a basket prior to their race starting and have them transferred to the finish end. Schools that would like to use this system need to notify the ACC on the day and provide 2 students to act as their basket carriers during the carnival. The ACC will provide the clothing baskets. Student assistant basket carriers should be dressed in their school PE uniform.

While this system is not coordinated at other carnivals (B-J), the ACC provides baskets for schools wishing to manage this process for their swimmers.

## Venue Entry and Fees

Staff and students will enter the facility from the eastern side (back) of the complex off McGillivray Road at Gate C. A staff member from HBF Stadium will meet school buses and direct teachers and students to the correct aquatic entry point. Parents attending the carnival are to enter through the main entrance.

The entry fees for HBF Stadium in **2024** are:

School students (competitors/spectators) = **\$4.80**

Parents and friends (spectators) = **\$2.60**

Schools are requested to provide an accurate number of student entries to **the ACC Director of Sport** no later than three business days after the carnival. **Venues West will invoice the ACC for each school’s total student numbers and the ACC will on charge this cost to each school. The Venues West liaison person for this information is:**

**Luana Casilli - PH: 9441 8252, [Luana.Casilli@venueswest.wa.gov.au](mailto:Luana.Casilli@venueswest.wa.gov.au)**

**Schools that fail to provide numbers to the ACC Director of Sport will be invoiced for the maximum possible seating allocation.**

## Venue Seating

### Seating Allocation Procedures: A-E Division Carnivals

The total seating capacity of the HBF Stadium Indoor Pool venue is approximately 2,654. Of these seats there are 1,745 seats in the permanent stand on the southern side of the pool and 909 seats in the temporary stand on the northern side of the pool. Please refer to the following procedures for indoor pool seating allocations:

- Only seats with a direct view of the main pool will be included in the allocation to schools. The seats without a direct view will be left spare. Schools can use these as overflow seats if required.

- Each school will have the same number of seats allocated. The allocation will continue to rotate annually as per previous years. Annual rotation is right to left when facing the pool from the permanent stand.
- Parents/public will be provided with a set allocation of seats which will be the same number as that allocated to schools. Parent seat allocation will not rotate each year.
- Each school will be allocated a seating area in the main stand and the temporary stand. Competitors will be in the temporary stand and spectators in the permanent stand.

### **Spectator seating usage form**

Schools in A-E divisions are asked to complete a spectator seating usage form by the **16 Feb 2024**. This form is important as it notifies the ACC of the number of seats each school plans to use from its allocation and how many students and staff they will have attending. This will help us to gauge which schools will be using their full quota of allocated spectator seats so that spare seats can be allocated to other schools looking for additional space. Spectator seating usage form <https://www.accsport.asn.au/carnivals/swimming/seating-usage-form> .

Individual schools are encouraged to actively involve spectators in support for their teams and to remain at the carnival until all presentations are complete. Country schools that do not usually bring spectators will be designated spectator areas on the extremities to ensure that the stands are best utilized.

For details on seating numbers and allocations for indoor pools, please refer to [Appx 2](#).

### **Seating Allocation Procedures: F-J Division Carnivals**

There is no formal seating at the Outdoor 10 Lane Pool at HBF Stadium. Each school will be allocated an area for spectators and competitors under the shade sails on the eastern poolside. Each school has been allocated an area of approx. 10m x 5m, half of which is flat (back area) and half tiered (front area).

Schools need to estimate how many students they will be able to fit into their shaded area (approx. 50sqm). ACC recommendation is to bring only competitors and reserves. Schools that wish to bring additional students to the carnivals may utilize areas on the upper concourse on the western side of the pool; however, there are no shade or tiers in these areas and schools would need to make their own arrangements to install temporary shade shelters. Schools need to consider the number of spectators that they bring to the outdoor venue as the arrangements are very different to the grandstands at the indoor pool.

For details on seating numbers and allocations for outdoor pools, please refer to [Appx 3](#).

### **Venue Exit**

Schools are to remain seated after the presentations until directed by the Announcer/Carnival Manager. The Carnival Manager will have radio communication with the official outside at the bus exit area. The exit from the facility will be coordinated in a specific order. Country schools are scheduled to exit first. To assist with the safe dismissal of all present, competitors and spectators are to remain seated until directed by the carnival manager. School staff are to ensure that a controlled dismissal is achieved.

Exit channels are indicated on the seating plan provided. These must be strictly adhered to. All staff are to be familiar with their exit channel. Any school wishing to leave early must notify the Carnival Manager prior to their departure. All schools are encouraged to remain until all presentations are complete.

Please refer to the [Bus Exit Order](#) for all carnival divisions.

### **Indoor Pool**

Students in the permanent stand should exit via the closest exit door and proceed through the concourse to gate C. Competitors will exit from underneath and along the back of the temporary seating towards the stairs. Walk up the stairs, along the concourse through to gate C out to the AJ Pavilion car park for buses.

### **Outdoor Pool**

Students move directly towards gate C behind the seating area and out to the AJ Pavilion car park for buses.

## Parking and Traffic Flow

It is essential that schools provide bus and parking procedures as requested by HBF Stadium to their bus company/drivers and supervising staff so the correct procedures are adhered to (see [Map 1](#)).

### **Drop Off**

All buses will enter from Stephenson Ave, through HBF Stadium's main car park and drop the students off at the back/eastern side of HBF Stadium in the AJ Pavilion parking area at UWA Sports Park (on McGillivray Road). Venues West staff will then direct students to cross McGillivray Road and enter the Aquatic center via a back gate near the RLSS building. After drop off buses are to proceed to Brockway Road via McGillivray Road.

### **Parents**

Parents dropping students to the venue are to enter off Stephenson Ave and turn left or right (as instructed) at the roundabout and use the allocated drop off areas. Parents are not to park in car isles or obstruct traffic when dropping students to the venue. Parents attending the carnival can park in the main HBF Stadium car park and access the Aquatic Centre via the front/main entrance (off Stephenson Ave).

### **Bus Parking**

Smaller coaster buses [ $\leq 30$  seats] may park in carpark 2 at the front of HBF Stadium if they need to stay for the duration of the event. Small buses/mini vans [ $\leq 20$  seats] that can fit in a standard car bay may park in the main HBF Stadium car parking areas.

All large buses [over 30 seats] may not park at the venue for the duration and are advised to park at either Perry Lakes or City Beach. An exception is made for large buses that are being driven by school teaching staff provided the school has advised the ACC in advance (via the bus numbers form and by the due date) that they will need parking on site at HBF Stadium. If this procedure has been followed then the ACC will advise Venues West and such buses may be parked in carpark 2 at the front of HBF Stadium.

No buses (small or large) are to remain parked in the AJ Pavilion parking area at UWA Sports Park for the duration of the carnival.

### **Pick Up**

All buses will enter from Stephenson Ave, drive through HBF Stadium's car park and park in their designated bays in the UWA Sports Park (AJ Pavilion) car park on McGillivray Road. Buses should be parked and ready to exit by:

- 12.30 p.m. (J division carnival)
- 1.00 p.m. (G - I division carnivals)
- 1.45 p.m. (C - F division carnivals)
- 2.00 p.m. (A & B division carnivals)

There is a pre-determined order for buses collecting students, and students will exit the pool in this order as per [Venue Exit](#) instructions. An official will be on hand to direct students to cross McGillivray Road and proceed to their buses.

Country schools have first exit privileges due to travel distances; the exit order of other schools is aligned to seating areas and is rotated annually. Buses must be ready to collect students in the correct pre-determined order ([see Bus pick up order and parking bays](#)).

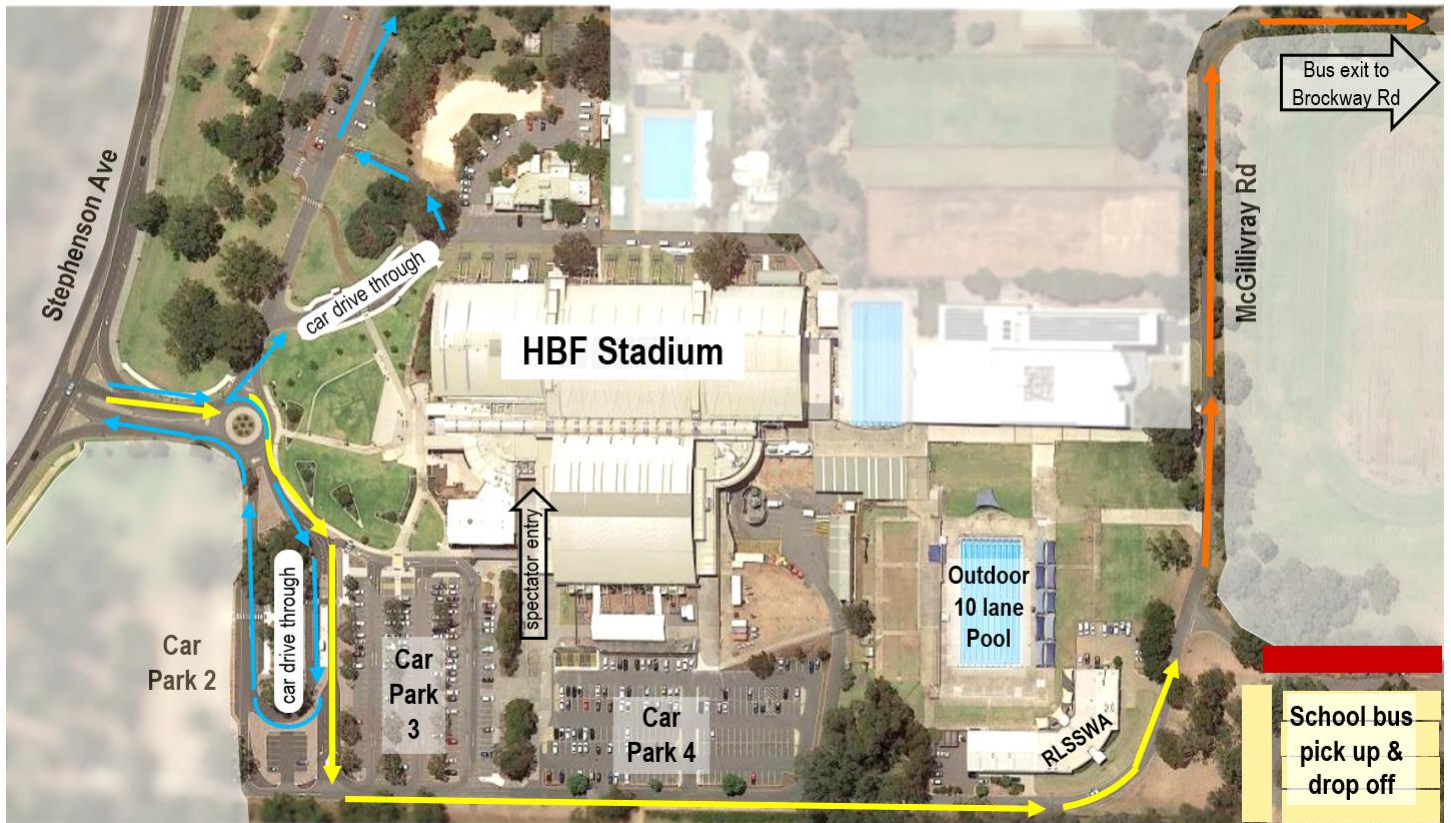
ACC officials with two-way radios will advise the announcer inside the facility when each school bus is in place. Schools will then be asked to exit the facility in order. If school buses are not in the correct order, officials will ask the announcer to direct another school to exit the facility in their place. Buses are not to stand waiting for students on McGillivray Road; they must remain at the AJ Pavilion car park area until their students have boarded.

Parents collecting their children are to pick them up from the front of HBF Stadium in the designated drop off/pick up zones or by parking in a marked bay. Parents are reminded not to park in car isles or obstruct traffic when picking up.

## Bus Pick Up Order

Schools order of exit from the venue is noted in the seating allocations - [Appx 2 Spectator and Competitor Seating – Indoor Pool](#) and [Appx 3 Spectator and Competitor Seating – Outdoor Pool](#).

### Map 1: HBF Stadium – Parking and Traffic Flow



#### KEY

- Car pick up and drop off routes →
- Bus movement is one way → →
- No drop off zone
- Please park in top areas of car park to allow other egressing buses through

## Cheer Squads

Individual schools are encouraged to actively involve spectators in supporting their teams. The following instructions are a guide to staff and students to ensure maximum cohesion between event officials, venue expectations and students of the cheer squad.

- Cheer Squads should be well prepared with instructions and rules prior to carnival day by the school staff member in charge.
- The squad and spectators must ensure they are quiet during the following:
  - Pre-carnival announcements
  - Marshalling announcements
  - The start of an event
  - The re-start of an event
  - Event and total score updates
- Sound making devices such as whistles, loud hailer, trumpets, drums, etc. are not permitted.

- Cheer squads should pace efforts by attempting to communicate with individual competitors as well as spectators, i.e., don't just cheer to make a noise; let it have meaning.
- The swimming pool concourse is out of bounds to cheer squad members, and they should not leave their designated school area without staff instruction.
- Avoid leaning or hanging over grandstand rails as this is dangerous.
- Practice appropriate etiquette:
  - Support fellow team members by participating to full capacity.
  - Be suitably & appropriately attired.
  - Promote worthy competition while maintaining the enjoyment of participation in a friendly atmosphere.
  - Respect the opposition's involvement as individuals and as a team.
  - Assist officials, team managers and coaches by heeding, following and anticipating carnival protocol along with special announced requests.
  - Take heed of school's ethos while spectating and participating.

## Toilets

Each school must have a member of staff supervising their students when using toilet facilities. A ticket/pass system can be used to ensure that the number of students leaving the spectator area is regulated. Toilets are to be checked for litter and cleaned (if necessary) prior to the departure of schools.

### **HBF Indoor pool**

Schools are to use the toilets on the concourse, behind the permanent grandstand. Only swimmers are to use the downstairs toilets adjacent to the pool deck.

### **HBF Outdoor 10 lane pool**

Schools must follow these instructions when using toilet facilities:

- Temporary toilets on the eastern side upper grass level concourse, behind the seating area.
- Toilets located on the inside of the main stadium on the upper concourse.
- Students are not to use the toilets at the indoor pool.

## First Aid

First Aid Officers will attend all carnivals. At the HBF Stadium outdoor pool, first aid is located in the room behind the Officials check in desk at the 50m finish end of the pool. At the indoor pool the first aid room is located adjacent to the entry stairs at the 50m start end of the pool. Any student requiring preventative taping will require a small fee.

Schools should deal with any minor injuries and have their own First Aid equipment available to enable this.

## Photography and Videography Guidelines

School representatives taking photos or video must follow these guidelines:

- Photographers must be staff or adults approved by the school and covered under Working with Children guidelines.
- Photographers must wear a name badge issued by their school. The badge must include their name and the school name.
- Students taking photos must also have a name badge and be supervised by a staff member.
- Where possible school photographers should only take photos of students from their school.
- Casual parent or student photographers without school permission are not permitted to take photos on the pool deck.
- Photographers must keep well clear of all officials and competing swimmers.
- Cameras and mobile phones are not permitted in toilets and change rooms.

- Video footage taken by school or parent photographers will not be used by the ACC for result adjudication or appeals in any circumstances.

## **Live Streaming**

All ACC Swimming carnivals in 2024 will be video recorded by **Two Monkeys Agency Pty Ltd** and live streamed to **7West Media Streamer** on a private channel. The production will cover events and presentations.

Schools need to advise the ACC if they have any competing student that does not give consent to be video recorded or photographed at their carnival. To assist in this process there is a web form on the ACC site that schools need to complete and submit by **Friday 8 March 2024**. <https://www.accsport.asn.au/carnivals/swimming/not-publication>

The form will collect the student's name, school, age group and potential events that they may compete in. Details will be provided to the production company who will try not to include the student in the video footage for their events.

## **Presentations and End of Carnival Procedures**

At the conclusion of the carnival there will be a formal presentation ceremony to announce all the team trophy winners. Presentations are conducted ASAP after the completion of the last event. The Director of Sport is assisted in the presentations by the Principal of the designated school. Correct protocol is that all schools remain for the presentations; however, if a school needs to leave due to travel constraints, they should inform the Director of Sport and leave the venue before presentations commence. It is not correct protocol for schools to leave during the presentations as this detracts from the occasion.

For all divisions at HBF stadium, only the team captains will represent their school in the presentations. The remainder of the team will remain seated in their designated team areas for the presentation.

### **Presenter of Awards (Principal)**

The allocated catering school is also the host school and their Principal will be the Presenter of Awards. The exception to this will be in divisions where a school Principal is a member of ACC Executive; then the Executive Principal will be the Presenter of Awards for that division.

### **Rubbish**

Schools are to thoroughly clean their designated areas (competitor and spectator) prior to presentations. Rubbish bags are to be supplied by individual schools. Schools may be invoiced for additional cleaning services if the venue is not left in a clean state.

### **Lost Property**

All lost property is to be handed in to the Carnival Manager.

## APPENDICES

### Appx 1 Dates, Venues Divisions, Schools and Uniform Colours

#### A DIVISION - Wednesday 20 March 2024 - HBF Stadium (indoor pool)

SCHOOL	CAPS	BATHERS
All Saints' College	Dark Blue with White Lettering	Navy Blue with Light blue side panel (Boys - speedos or jammers)
CBC Fremantle	White with College crest on side	Charcoal with College crest on back
Chisholm College	White with Chisholm Crest and red lettering	Teal with red & white side panels & white edging for girls, teal with red & white jammers for boys
John XXIII College	White with Gold/Navy Crest	Navy Blue
Mandurah Catholic College	Maroon with yellow logo	Maroon bathers with gold type
Mazenod College	Navy Blue/White Logo	Navy Blue Briefs or Jammers/White Logo
Mercedes College	White	Green
Newman College	Sky blue with royal blue logo	Black with dark blue and blue scoop stripes bottom front. Boys have the option of wearing the school blue racing skins.
Sacred Heart College	Red with White SHC	Black, Red & white side panels
St Brigid's College	Black	Black with green and gold trim on rear

#### B DIVISION - Thursday 21 March 2024 - HBF Stadium (indoor pool)

SCHOOL	CAPS	BATHERS
Corpus Christi College	White with burgundy/blue motif	Navy Blue with white and burgundy side stripe and CORPUS in white on back
Kennedy Baptist College	Navy Blue with Kennedy emblem	Navy Blue with Sky blue and White Piping
Kolbe College	Yellow	Navy Blue with Yellow stripe (Boys: speedos or jammers)
Lake Joondalup Baptist College	Gold	Navy Blue with Gold & Light Blue vertical Stripes
Peter Moyes ACS	White with School Crest	French Navy Blue, Emerald Green & Yellow Trim (or plain Navy Blue)
Prendiville College	Red with school name in black lettering	Black with school crest or plain Black
St Mark's ACS	Dark Blue	Maroon, white, light blue and gold (some plain maroon). Boys will wear bathers or jammers. Girls will wear either one-piece bathers (various styles) or two-piece bathers.
St Stephen's School, Duncraig	Navy with school logo & Duncraig	Navy with red and white trim

#### C DIVISION - Tuesday 19 March 2024 - HBF Stadium (indoor pool)

SCHOOL	CAPS	BATHERS
Bunbury Cathedral Grammar	Navy Blue School Logo	Navy Blue Jammers for Boys, Full Leg suit for Girls
Frederick Irwin AS	Dark Green	Green with yellow stripe
Georgiana Molloy ACS	White with Teal writing	Majority Navy, teal and white pattern on side, boys briefs or jammers, girls one piece
Guildford Grammar School	Navy blue	Navy blue
Mandurah Baptist College	Gold/yellow	Navy, gold
Nagle Catholic College	Green and Gold	Black Bathers, black briefs and/or black jammers
St Mary MacKillop College	Burgundy	Burgundy, white, grey
Ursula Frayne Catholic College	Black with white lettering	Black with red and white side paneling



**D DIVISION Friday 22 March 2024 - HBF Stadium (indoor pool)**

SCHOOL	CAPS	BATHERS
Emmanuel Catholic College	Teal with white lettering	Navy, Teal and White (Speedo & knee length tights)
John Paul College	Maroon	Royal Blue. Briefs or jammers for boys. One piece or one piece with boy leg for girls.
<b>John Septimus Roe ACS</b>	Light Blue with school crest	Maroon with white panel. Boys briefs or bike pants.
Kingsway Christian College	Red with white KCC letters	Navy Blue with red trim and white piping
La Salle College	Red with Yellow La Salle writing	Bottle Green Full piece (girls) Bottle Green Jammers or Speedos (boys)
<b>St George's AGS</b>	Red with a white dragon and black name	Black
St Norbert College	Gold	Girls: old bather = Royal blue with gold side stripe, new = Navy with gold side stripe. Boys: Navy with gold side stripe
Swan Christian College	White with Black lettering and cyan logo	Black, navy, white, cyan

**E DIVISION - Monday 18 March 2024 - HBF Stadium (Indoor Pool)**

SCHOOL	CAPS	BATHERS
Carey Baptist College, Harrisdale	White with school logo	Boys: Black speedo style and Black Jammers. Girls black racing suit or black racing bathers.
<b>Lumen Christi College</b>	White with School crest	Black with light blue and maroon panels
Mater Dei College	Baby blue with Navy MDC	Geo print blue and navy as well as navy with white piping
Servite College	Black with white 'SERVITE" on the side.	Black (one piece or racing bathers for girls, jammers for boys)
Seton College	Black	Black (girls with red/white stripe down side)
St Stephen's School, Carramar	Blue	Navy Blue with red side panels & white edging/black jammers
Swan Valley ACS	Navy	Navy, Emerald and White
<b>Tranby College</b>	Black with sky Blue logo	Black & Sky Blue Bathers; Black Jammers, Two Piece or One Piece Black & Sky Blue Bathers.

**F DIVISION - Friday 15 March 2024 - HBF Stadium (Outdoor 10 Lane Pool)**

SCHOOL	CAPS	BATHERS
Geraldton Grammar School	Teal	New: Navy, White & Teal; Interim: Plain Navy / Plain Black
Helena College	Light blue with school name in navy blue	Navy blue with light blue insert
<b>Irene McCormack CC</b>	Indigo	Indigo, gold and white
Living Waters Lutheran College	Petrel, white lettering & logo	Dark blue with petrel and white stripes on sides
Peter Carnley ACS	maroon	navy blue and maroon with PCACS on back (boys briefs or jammers)
Providence Christian College	White with school logo and College name	Navy Blue, with light blue and white trimmings (3 year turn over to new College Uniforms)
Quinns Baptist College	Red	Black
<b>St James' Anglican School</b>	Orange	Black

**G DIVISION - Thursday 14 March 2024 - HBF Stadium (Outdoor 10 Lane Pool)**

SCHOOL	CAPS	BATHERS
Austin Cove Baptist	White with school logo and name	Teal, Navy Blue, White (girls = one piece with school logo, boys = jammers with school name)
Holy Cross College	Orange with school logo and navy lettering	Navy
John Wollaston ACS	Red with white lettering	Navy Blue with red edging, red and white scoop panels, 1 and 2 piece for females, boys navy blue speedos or jammers

Mercy College	Navy blue with school name in gold	Navy blue and gold
Rehoboth Christian College	Red	Navy Blue
South Coast Baptist College	White	Black or Navy
St Joseph's College, Albany	Gold with blue emblem	Boys: Navy jammers. Girls Navy Blue with light blue/gold stripes down sides
St Joseph's School, Northam	Gold	Girls; One piece racing bathers (Navy Blue). Boys: Speedo's or Jammers (Navy Blue)

### H DIVISION - Wednesday 13 March 2024 - HBF Stadium (Outdoor 10 Lane Pool)

SCHOOL	CAPS	BATHERS
Aranmore Catholic College	White	Navy with red, grey and teal checkers. (girls one piece, boys jammers)
Carmel School	White with Blue lettering	Navy Blue / Black (White Trim)
Court Grammar Grammar	Turquoise & with dark blue lettering	Dark Blue/black Jammers boys, Dark Blue/black one piece girls.
Geraldton Christian College	Bottle green with white logo	Navy Blue briefs or Jammers (boys) Navy blue one piece (girls)
Grace Christian School	White	Navy and Orange
Mother Teresa Catholic College	Navy Blue	Navy Blue with Grey and White trim
Mundaring Christian College	Light Blue and White MCC initials	Navy Blue
St John Bosco College	White with school logo in purple and Teal	Black/dark navy blue, teal and white inserts

### I DIVISION - Tuesday 12 March 2024 - HBF Stadium (Outdoor 10 Lane Pool)

SCHOOL	CAPS	BATHERS
Carey Baptist, Forrestdale	Teal	Black
Cornerstone Christian College	Red	Black
Ellenbrook Christian College	Black/White	Girls - Black. Boys - Black Briefs/Jammers
Foundation Christian College	Maroon with dark blue logo	Black
Fremantle Christian College	Black	Black
Esperance ACS	Navy	Navy
St Andrew's Grammar	White/Blue	Blue/black speedos and boylegs
The King's College	Blue	Blue

### J DIVISION - Monday 11 March 2024 - HBF Stadium (Outdoor 10 Lane Pool)

SCHOOL	CAPS	BATHERS
Alkimos Baptist College	Navy Blue	Navy jammers and Navy One Piece Racing bathers
Edmund Rice College	White	Red
Heritage College Perth	Gold	Navy
International School of WA	Light blue with school logo	Black
Southern Hills Christian College	Black and white	Black
Immaculate Heart College	Navy Blue	Navy
Salvado Catholic College	TBC	Black
St Mary Star of the Sea	Black, red and yellow	Black

## Appx 2 Spectator and Competitor Seating – Indoor Pool

### Permanent Stand Capacity (Spectators Only)

If schools choose to bring student spectators to support their team at the carnival held at the indoor pool, they are to sit in the **Permanent Seating Stand** located on the southern side of the pool deck. Parents of competitors from all schools are also allocated seats in the Permanent Seating Stand.

PERMANENT STAND CAPACITY		
BLOCK	SEATS	ROWS & QUANTITIES
<b>A</b>	<b>150</b>	8 rows of 17 (E-M) and 1 row of 14 (D)
<b>B</b>	<b>212</b>	10 rows of 17 (A-J, M) and 2 rows of 21 (K & L)
<b>C</b>	<b>232</b>	7 rows of 21 (A-D & K-M) and 5 rows of 17 (E-J)
<b>D</b>	<b>228</b>	6 rows of 21 (A-C & K-M) and 6 rows of 17 (D-J)
<b>E</b>	<b>178</b>	8 rows of 17 (C-J & M) and 2 rows of 21 (K-L)
<b>F</b>	<b>230</b>	4 rows of 27 (C-D & K-L) and 5 rows of 21 (E-J) and 1 row of 17 (M)
<b>G</b>	<b>228</b>	7 rows of 17 (D-J & M) and 3 rows of 21 (C, K & L) and 2 rows of 23 (A & B)
<b>H</b>	<b>181</b>	6 rows of 17 (D-J) and 3 rows of 21 (C, K & L) and 2 rows of 6 (A & B) and 1 row of 4 (M)
<b>J</b>	<b>106</b>	4 rows of 13 (D & K-M) and 6 rows of 9 (C & E-J)
<b>Total</b>	<b><u>1745</u></b>	

### Temporary Stand Capacity (Competitors Only)

Competitors from all schools are allocated seats in the Temporary Stand located on the northern side of the indoor pool deck.

TEMPORARY STAND CAPACITY		
BLOCK	SEATS	ROWS & QUANTITIES
<b>K</b>	<b>147</b>	4 rows of 16; 3 rows of 20; 1 row of 23
<b>L</b>	<b>131</b>	4 rows of 14; 3 rows of 18; 1 row of 21
<b>M</b>	<b>123</b>	4 rows of 13; 3 rows of 17; 1 row of 20
<b>N</b>	<b>123</b>	4 rows of 13; 3 rows of 17; 1 row of 20
<b>P</b>	<b>198</b>	7 rows of 24; 1 row of 30
<b>R</b>	<b>187</b>	6 rows of 24; 1 row of 20; 1 row of 23
<b>Total</b>	<b><u>909</u></b>	

### Seating Allocations (A-E Carnival Divisions)

Indoor pool seating allocations are rotated annually from right to left when facing the pool from the permanent stand, i.e., Block R moves to Block P, P to N, N to M, etc. This applies to both seating stand areas (see [Map 2: indoor pool layout](#))

SEATING ALLOCATIONS						
A division	Permanent stand (Student Spectators)		Temporary stand (Competitors)			
	Block, Rows/Seats, # of seats and Entry/Exit Door		Block	Seats	Total	Exit Order
CBC Fremantle	Competitors (102 seats): Block A, Rows E-K. Door 3. No student spectators (Blocks F - J if required)		Competitors in main stand			1
Newman	No student spectators (Blocks F - J if required)		K (West)	120	120	3
All Saints'	No student spectators (Blocks F - J if required)		K (East) L (West)	27 93	120	4
John XXIII	No student spectators (Blocks F - J if required)		L (East) M (West)	38 82	120	5
Sacred Heart	No student spectators (Blocks F - J if required)		M (East) N (West)	41 79	120	6
Mandurah CC	No student spectators (Blocks F - J if required)		N (East) P (West)	44 76	120	7
Mercedes	Competitors (102 seats): Block B, Rows E-J (all), Row K (seats 22-38). Door 4. No student spectators (Blocks F - J if required)		Competitors in main stand			2
St Brigid's	No student spectators (Blocks F - J if required)		P (middle)	60	60	8
Mazenod	No student spectators (Blocks F - J if required)		P (East)	60	60	9
Chisholm	No student spectators (Blocks F - J if required)		R (West)	120	120	10
PUBLIC SEATING						
Public Doors 5 & 6 591 seats	Block C (all) Block D, Rows A-J (all), Rows K-M (seats 64-80) Block E, Rows C-J, Rows K-L (seats 81-92)					
Spare	Blocks F - J. Doors 7 - 10					

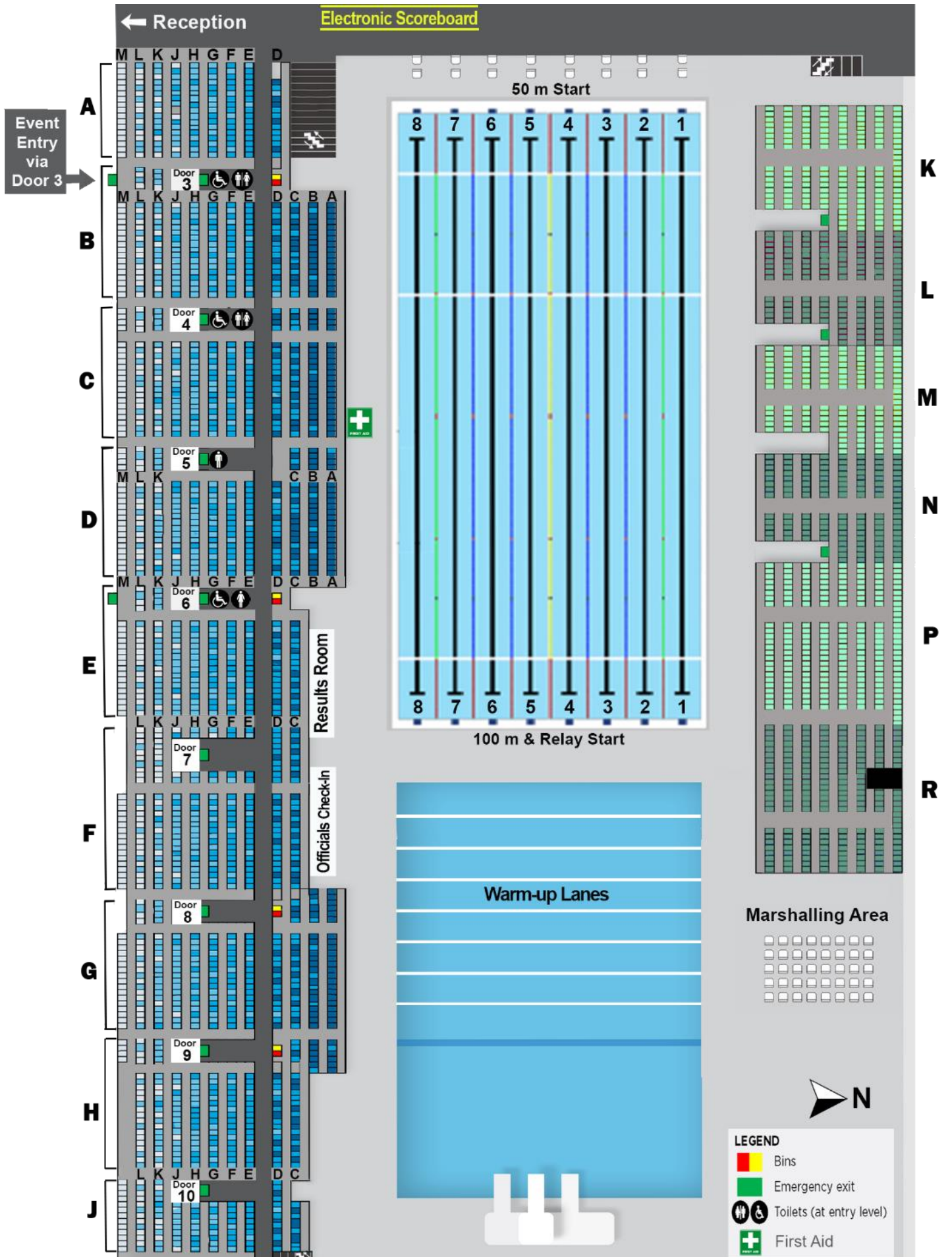
SEATING ALLOCATIONS						
B division	Permanent stand (Student Spectators)		Temporary stand (Competitors)			
	Block, Rows/Seats, # of seats and Entry/Exit Door		Block	Seats	Total	Exit Order
St Stephen's D	No student spectators (Blocks F - J if required)		K (West)	125	125	3
Kennedy	No student spectators (Blocks F - J if required)		K (East) L (West)	22 103	125	4
Prendiville	120 Student/Staff spectator seats - Block C, Rows E-F and the first 2 seats of Row G. Door 5.		L (East) M (West)	28 97	125	5
Lake Joondalup	8 staff spectator seats - Block C, Row G (seats 43-50). Door 5.		M (East) N (West)	26 99	125	6
Corpus Christi	No student spectators (Blocks F - J if required)		N (East) P (West)	24 101	125	7
St Mark's	No student spectators (Blocks F - J if required)		P (East) R (West)	97 28	125	8
Peter Moyes	Competitors (150 seats): Block B, Rows A-J. Door 4. No student spectators (Blocks F - J if required)		Competitors in main stand			2
Kolbe	Competitors (150 seats): Block A. Door 3. No student spectators (Blocks F - J if required)		Competitors in main stand			1
PUBLIC SEATING						
Public Doors 5 & 6 456 seats	Block C, Rows H-M Block D, Rows A-J (all), Rows K-M (seats 64-80) Block E, Rows C-J, Rows K-L (seats 81-92)					
Spare	Blocks F - J. Doors 7 - 10					

SEATING ALLOCATIONS					
C division	Permanent stand (Student Spectators)	Temporary stand (Competitors)			
	Block, Rows/Seats, # of seats and Entry/Exit Door	Block	Seats	Total	Exit Order
Guildford GS	80 Student/Staff spectator seats - Block C Rows A-D. Door 5.	K (West)	125	125	7
Bunbury CGS	No student spectators (Blocks F - J if required)	K (East) L (West)	22 103	125	6
St Mary MacKillop	No student spectators (Blocks F - J if required)	L (East) M (West)	28 97	125	4
Mandurah Baptist	No student spectators (Blocks F - J if required)	M (East) N (West)	26 99	125	8
Georgiana Molloy	No student spectators (Blocks F - J if required)	N (East) P (West)	24 101	125	5
Nagle	No student spectators (Blocks F - J if required)	P (East) R (West)	97 28	125	3
Ursula Frayne	Competitors (150 seats): Block B, Rows A-J. Door 4. No student spectators (Blocks F - J if required)	Competitors in main stand			2
Frederick Irwin	Competitors (150 seats): Block A. Door 3. No student spectators (Blocks F - J if required)	Competitors in main stand			1
PUBLIC SEATING					
Public Doors 5 & 6 507 seats	Block C, Rows E-M Block D, Rows A-J (all), Rows K-M (seats 64-80) Block E, Rows C-J, Rows K-L (seats 81-92)				
Spare	Blocks F - J. Doors 7 - 10				

SEATING ALLOCATIONS					
D division	Permanent stand (Student Spectators)	Temporary stand (Competitors)			
	Block, Rows/Seats, # of seats and Entry/Exit Door	Block	Seats	Total	Exit Order
Kingsway	No student spectators (Blocks F - J if required)	K (West)	125	125	3
La Salle	No student spectators (Blocks F - J if required)	K (East) L (West)	22 103	125	4
St George's	No student spectators (Blocks F - J if required)	L (East) M (West)	28 97	125	5
Emmanuel	No student spectators (Blocks F - J if required)	M (East) N (West)	26 99	125	6
St Norbert	No student spectators (Blocks F - J if required)	N (East) P (West)	24 101	125	7
John Septimus Roe	No student spectators (Blocks F - J if required)	P (East) R (West)	97 28	125	8
Swan Christian	Competitors (150 seats): Block B, Rows A-J. Door 4. No student spectators (Blocks F - J if required)	Competitors in main stand			2
John Paul	Competitors (150 seats): Block A. Door 3. No student spectators (Blocks F - J if required)	Competitors in main stand			1
PUBLIC SEATING					
Public Doors 5 & 6 591 seats	Block C (all) Block D, Rows A-J (all), Rows K-M (seats 64-80) Block E, Rows C-J, Rows K-L (seats 81-92)				
Spare	Blocks F - J. Doors 7 - 10				

SEATING ALLOCATIONS					
E division	Permanent stand (Student Spectators)	Temporary stand (Competitors)			
	Block, Rows/Seats, # of seats and Entry/Exit Door	Block	Seats	Total	Exit Order
Swan Valley	No student spectators (Blocks F – J if required)	K (West)	125	125	3
St Stephen's C	125 Student/Staff spectator seats – Block C, Rows A-G	K (East) L (West)	22 103	125	4
Lumen Christi	No student spectators (Blocks F – J if required)	L (East) M (West)	28 97	125	5
Mater Dei	No student spectators (Blocks F – J if required)	M (East) N (West)	26 99	125	6
Carey H	No student spectators (Blocks F – J if required)	N (East) P (West)	24 101	125	7
Seton	No student spectators (Blocks F – J if required)	P (East) R (West)	97 28	125	8
Servite	Competitors (150 seats): Block B, Rows A-J. Door 4. No student spectators (Blocks F – J if required)	Competitors in main stand			2
Tranby	Competitors (150 seats): Block A. Door 3. 65 Student/Staff spectator seats - Block E, Rows C-F	Competitors in main stand			1
PUBLIC SEATING					
Public Doors 5 & 6 388 seats	Block C, Rows H-M Block D, Rows A-J (all), Rows K-M (seats 64-80) Block E, Rows G-J, Rows K-L (seats 81-92)				
Spare	Blocks F – J. Doors 7 - 10				

Map 2: Indoor Pool Layout



### Appx 3 Spectator and Competitor Seating – Outdoor Pool

- The outdoor pool annual rotation is from right to left when facing the pool from the school shaded areas on the eastern side, i.e., shade area 10 moves to shade area 1; shade area 1 moves to shade area 2, etc.
- All schools are to exit via Gate C leading out to McGillivray Road.
- Country Schools exit first.
- Public spectators are to enter through the main entrance on the western side of the venue.
- The seating areas for public spectators are either the shaded grass area at the northern end of the pool, or the upper deck on the western side of the pool (see [Map 3: Outdoor 10 Lane Pool Layout](#)).

#### **Seating Allocations (F-J Carnival Divisions)**

<b>F DIVISION</b>	<b>Competitor Area</b>	<b>Exit Order</b>
St James' AS	10 + half 9	8
Peter Carnley	8 + half 9	7
Helena	7	6
Geraldton Grammar	6	1
Irene McCormack	5 + half 4	5
Quinns Baptist	3 + half 4	4
Providence CC	2	3
Living Waters	1	2

<b>G DIVISION</b>	<b>Competitor Area</b>	<b>Exit Order</b>
Holy Cross	9 + 10	7
Mercy	7 + 8	6
Rehoboth CC	6	5
Austin Cove	5	4
South Coast Baptist	4 + half 3	3
John Wollaston	2 + half 3	2
St Joseph's, Northam	1	1

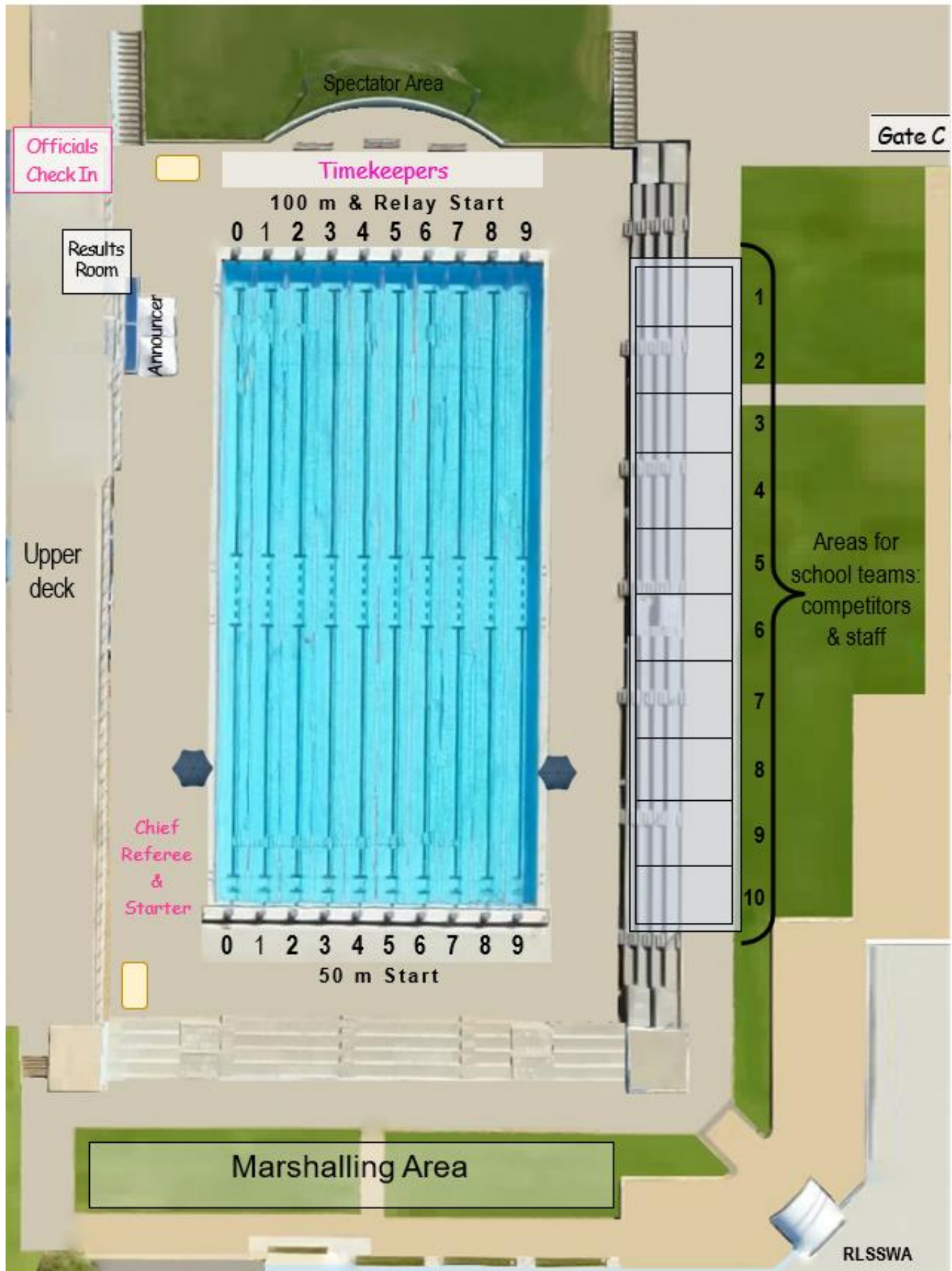
<b>H DIVISION</b>	<b>Competitor Area</b>	<b>Exit Order</b>
Geraldton Christian	half 10	1
Carmel	half 10	8
St John Bosco	9 + half 8	7
Aranmore	7 + half 8	6
Grace Christian	6	2
Mother Teresa	4 + 5	5
Court Grammar	3	4
Mundaring CC	1 + 2	3

<b>I DIVISION</b>	<b>Competitor Area</b>	<b>Exit Order</b>
Cornerstone	9	2
The King's College	7 + 8	8
Foundation Christian	5	7
St Andrew's	5	6
Fremantle Christian	4	5
Ellenbrook	3	4
Carey Baptist, Forrestdale	2	3
Esperance	1	1

<b>J DIVISION</b>	<b>Competitor Area</b>	<b>Exit Order</b>
Edmund Rice College	7	1
International School	6	7
Alkimos	5	6
Salvado	4	5
Heritage	3	4
Southern Hills CC	2	3
Immaculate Heart	1	2



Map 3: Outdoor 10 Lane Pool Layout



## Appx 4 Lane Allocations

### Warm-up Lanes

Schools from all carnival divisions must **use their allocated competition lane** as their warm-up lane. At some carnivals, 2 or more schools will need to share a warm-up lane. This is usually the case for single gender schools that have qualified for the same carnival division.

### Warm-up Times

Please refer to the table below for warm-up times prior to the commencement of the carnival:

Carnivals	Main Pool (8 Lane) <i>allocated time</i>	8 Lane DIVE Pool <i>allocated time</i>	Adjacent outdoor pool <i>allocated time</i>
A & B Div carnivals only	8:00 a.m. – 8:40 a.m.	From 8:00 a.m.	
All other indoor carnivals	9:00 a.m. – 9:40 a.m.	From 9:00 a.m.	
CBC/Mazenod	8:20 a.m. – 8:40 a.m.	8:00 a.m. – 8:30 a.m.	
Mercedes/St Brigid's	8:00 a.m. – 8:20 a.m.	8:30 a.m. – 9:00 a.m.	
All outdoor carnivals	9:00 a.m. – 9:40 a.m.		9:30 a.m. – 12:30 p.m.

Single gender schools can continue to warm-up in the dive pool at their discretion once the carnival has commenced.

### Indoor Carnivals

- For indoor carnivals, schools also have access to an additional dive pool marked with 8 lanes for warm-up/warm-down. The lane number in the dive pool will coincide with the school's competition lane number. Once the carnival commences, competitors can use their allocated lane in the dive pool in between events.

### Outdoor Carnivals

- For outdoor carnivals, schools have access to an additional warm-up/warm-down lane (one only) in the adjacent 8 lane outdoor pool from **9:30 a.m. – 12:30 p.m.** The lane number is TBC by Venues West before the commencement of each year's swim carnival series.

**Lane Allocations 2024**

Lane allocations for 2024 are listed below. The annual rotation is from lane 1 to lane 2, lane 2 to 3, lane 3 to 4, etc, factoring in promotions and relegations.

Competition / Warm-up Lane	A Division	CODE
1	Sacred Heart	SHC
2	Chisholm	CHI
3	John XXIII	JTC
4	All Saints'	ASC
5	Newman	NEW
6	Mandurah CC	MCC
7	Mercedes/CBC	MER/CBC
8	St Brigid's/Mazenod	SBC/MAZ

Competition / Warm-up Lane	B Division	CODE
1	Prendiville	PRE
2	Kolbe	KOL
3	Corpus Christi	COR
4	St Mark's	SMK
5	Kennedy	KBC
6	Lake Joondalup	LJB
7	St Stephen's Duncraig	SSD
8	Peter Moyes	PMA

Lane	C Division	CODE
1	Frederick Irwin	FIA
2	Guildford Grammar	GUI
3	Nagle	NAG
4	St Mary MacKillop	MAK
5	Ursula Frayne	UFC
6	Bunbury Grammar	BCG
7	Mandurah BC	MBC
8	Georgiana Molloy	GMA

Lane	D Division	CODE
1	St George's	STG
2	Swan Christian	SWA
3	John Paul	JPC
4	John Septimus Roe	JSR
5	Kingsway	KCC
6	La Salle	LAS
7	Emmanuel	ECC
8	St Norbert	SNC

Lane	E Division	CODE
1	Swan Valley ACS	SVA
2	Carey (Harrisdale)	CRY
3	Servite	SER
4	Mater Dei	MDC
5	Seton	SET
6	St Stephen's, Carramar	SSC
7	Lumen Christi	LCC
8	Tranby	TRA

Lane	F Division	CODE
1	Quinns	QBC
2	Peter Carnley ACS	PCA
3	St James'	STJ
4	Irene McCormack	IMC
5	Providence	PCC
6	Living Waters	LWL
7	Geraldton Grammar	GGG
8	Helena	HEL

Lane	G Division	CODE
1	St Joseph's Northam	SJN
2	Austin Cove	ACB
3	Mercy	MCY
4	Rehoboth	RCC
5	South Coast	SCB
6	Holy Cross	HCC
7	John Wollaston	JWS

Lane	H Division	CODE
1	Grace Christian	GCS
2	Geraldton Christian College	GCC
3	Court Grammar	CGS
4	Carmel	CAR
5	Mundaring Christian	MUN
6	Mother Teresa	MTC
7	St John Bosco	SJB
8	Aranmore	ARA

Lane	I Division	CODE
1	Fremantle Christian	FRE
2	Foundation Christian	FCC
3	Carey (Forrestdale)	CRF
4	The King's College	TKC
5	Esperance ACS	EAS
6	Ellenbrook	ELL
7	St Andrew's	SAG
8	Cornerstone	CCS

Lane	J Division	CODE
1	Salvado	SAL
2	Immaculate Heart	IHC
3	Edmund Rice College	ERC
4	Alkimos	AKB
5	Southern Hills	SCC
6	International School	IWA
7	Heritage	HCP

## Appx 5 Swimming Program of Events

All Swimming Programs are available on the ACC website at <https://www.accsport.asn.au/carnivals/swimming/program-of-events>

GUIDE TO KEY CARNIVAL TIMES				
CARNIVAL	FIRST EVENT	LAST EVENT	TEAMS ASSEMBLE	PRESENTATIONS
A & B Divisions	9:00 a.m.	1:45 p.m.	1:55 p.m.	2:00 p.m.
C & D Divisions	10:00 a.m.	1:48 p.m.	2:00 p.m.	2:05 p.m.
E & F Divisions	10:00 a.m.	1:08 p.m.	1:20 p.m.	1:25 p.m.
G, H & I Divisions	10:00 a.m.	1:20 p.m.	1:30 p.m.	1:35 p.m.
J Division	10:00 a.m.	12:36 p.m.	12:45 p.m.	12:50 p.m.

## Appx 6 Safety and Evacuation Procedures

This appendix indicates the procedures for the response to all emergency or potential emergency situations, which may arise during the conduct of the ACC series of Swimming Carnivals. It is the responsibility of senior staff and all Officials to be familiar with the contents of this document.

The task of this document is to link the emergency response procedure of HBF Stadium with the requirements of the ACC and to ensure the competitors, students and staff are an integral part of the communications network.

### Risk Management

Over the duration of the ACC Swimming competitions there may be situations that will occur due to circumstances over which we have no control. Most situations will be minor incidents, but some may be acute or chronic in nature. The ACC has endeavoured to make allowances for all eventualities throughout.

### Acc Classification of Potential Risk

The ACC has classified risk situations into four categories:

- 1. Incident:** Defined as being an occurrence that may be fixed quickly and efficiently on site with minimal fuss. All incidents should be reported to Officials and/or teachers.
- 2. Minor Emergency:** Relates to an occurrence that has the potential to impact on more than one person that will necessitate shared decision making and a clearly defined course of action. These are to be handled by Chief Officials and/or senior teaching staff.
- 3. Major Emergency:** Refers to any situation that affects small groups of people and requires a series of actions that ease the way for the external agent to impact quickly and efficiently. These are to be handled by the Carnival Manager in consultation with the venue managers.
- 4. Catastrophe:** Defined as being anything serious that impacts a large number of people and requires intervention from one or more external agents. Catastrophes involve action by the Carnival Manager and need to be coordinated in conjunction with the West Australian Police Force and Emergency Services if required.

### Emergency Procedures for All Staff and Officials

All staff and officials are requested to act immediately on emergencies in conjunction with and under the direction of the relevant authorities as above. Each emergency must be treated on its own merits to ensure appropriate action is taken.

In the case of a Major Emergency or Catastrophe the Western Australian Police Department may coordinate all procedures in direct liaison with other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation of students and officials.

*If an evacuation is necessary the announcement will be made over the Public Address System. If an evacuation is announced, Staff will be instructed to assist in the orderly movement of all students out of the grandstand and surrounding environs. Once the venue is clear, re-admittance will not be permitted until the emergency is over. Staff and Officials will supervise the entry points to control re-entry procedure after the Carnival Manager gives the "All-Clear".*

**Emergency Contact People & Numbers**

**ACC OFFICIALS & GENERAL STAFF**

Tom Bottrell	Carnival Manager	0416 127 839
Suzie Ehlers	Results Manager	0400 252 112
Rebecca Wright	Officials Manager	0408 905 770
Trent Sharpe	Officials Manager	0408 958 415
Cherie Pirnie	Multi Class Manager	0447 502 248
Announcer	Announcers Bench	2 way radio
St John Ambulance	Base of stairs under grandstand	

**EXTERNAL OFFICIALS**

Police	Cottesloe Police	9286 6777
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
SES	Central SES	132 500
City of Nedlands	Administration Officer	9273 3670
	AH Emergency Calls Only	9273 3500
HBF Stadium Officer	Tamara Price	9441 8346

**Summary of Emergency/Evacuation Procedures**

- Depending on the type of incident, notify the Official, Chief Official or Carnival Manager.
- Alert other Staff/ Officials in the immediate area of the situation.
- Obey the instructions of Officials in all emergency situations.
- If not involved, refrain students from going to the area to satisfy their curiosity. Such action may hamper the situation.
- Listen for the description of the situation from the Announcer and act accordingly.
- Upon being notified of an Evacuation by the Announcer, coordinate the orderly evacuation of all competitors and students within your immediate area and proceed quickly and in an orderly manner to the nearest exit (see following maps).
- Officials are to inform the Carnival Manager if they believe someone is still in the area (see point 10).
- Do not re-enter or allow competitors or spectators to re-enter the evacuated areas until the Carnival Manager gives the "All Clear".
- Under no circumstances talk to the media, direct them to the Carnival Manager.
- It is the responsibility of each school to carry out a full roll call of athletes and/or student spectators, school staff and school officials in the evacuation muster areas. The Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.