



ASSOCIATED AND CATHOLIC COLLEGES OF WA

Swimming Carnival Officials' Handbook

Key information and duty descriptions

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GENERAL INFORMATION

It is essential that event officials are suitably skilled to perform their required duties and are conversant with the rules and procedures applicable to the role they have been assigned. Training and preparation of officials prior to their carnival day is the responsibility of the school providing them.

Officials provided by schools must be WWCC checked by the school under the Working with Children legislation. For more information, check the ACC guidelines at <https://www.accsport.asn.au/sites/default/files/wwc.pdf>.

Some of the officials' roles have student officials allocated to assist them.

This booklet contains key information for all officials as well as duty descriptions for the specific official roles.

Officials arrival and briefing times

Officials must make adequate travel arrangements to arrive at the venue in time to sign in and be present at the officials' pre-carnival briefing.

Officials are to register their arrival with the ACC Officials' 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 the carnival briefing and then report to their Chief Official who will give a final briefing. This procedure assists in ensuring that officials have all relevant equipment and information, and the carnival commences on time.

Officials will be supplied with an ACC Official 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, sun protection and lunch. ****

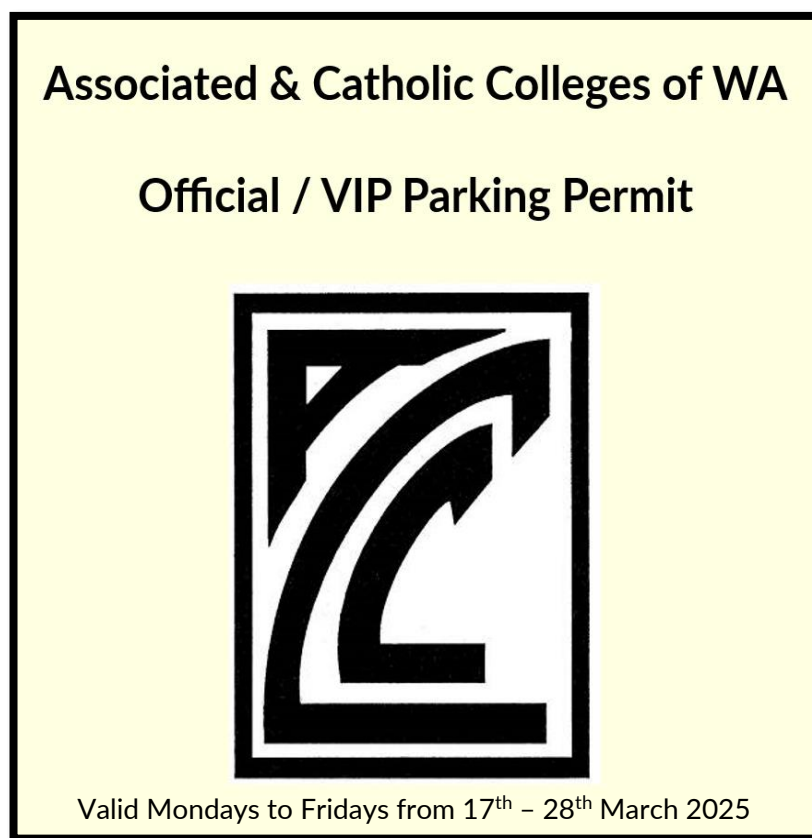
Refreshments including cold drinks, tea, coffee and biscuits will be delivered to officials at the location of their duties from 10:30 a.m. to 1:30 p.m.

Swimming WA officials only are provided with lunch in addition to refreshments.

KEY CARNIVAL TIMES			
CARNIVAL	OFFICIALS' BRIEFING	LAST EVENT	PRESENTATIONS
A & B Divisions	8:20 AM	1:45 PM	2:00 PM
C & D Divisions	9:20 AM	1:48 PM	2:05 PM
E & F Divisions	9:20 AM	1:08 PM	1:25 PM
G, H & I Divisions	9:20 AM	1:20 PM	1:35 PM
J Division	9:20 AM	12:36 PM	12:50 PM

Officials VIP parking permit

This can be displayed on officials' car dashboards while parked at the venue.



Swimming Official's role

The role of the official is to assist the swimmer. It follows them to ask of himself/herself, "what would be a fair decision for all competitors?" Officials are not there to 'catch the competitor out', but must ensure that the competition is fair, and that no one competitor gains any advantage or disadvantage.

It is the duty of the Swimming WA Referee to see that the competition is fair. It is better for officials to ask for guidance than to make a wrong decision which could result in unfair results or a protest being entered. Officials performing a role for the first time are not expected to know everything. To learn they should ask for guidance from experienced officials and read the relevant sections of this handbook and the relevant carnival event booklet.

It is important to see that the competitors are not 'hurried', although it is also important to see that the competitor does not take too long to take his or her place in an event, or to get ready for the start. Let there be no hassles, conduct the competition in a steady and calm manner, endeavour to see the competitor's point of view but at the same time see that rules are followed that meet the competition objectives.

A Good Official is ONE Who:

- is alert, quick to react, and can make a decision in a timely manner.
- uses common sense and is tactful.
- makes sure that he/she stands in a position to fairly judge whatever duty is allocated to them.
- has a knowledge of any rules pertaining to their duty.
- asks for guidance from a referee or senior official if he/she is not sure of something.
- is prepared to work in all climatic conditions (wet, fine, cold or hot).

CARNIVAL SPECIFIC INFORMATION

There are 10 divisional Swimming Carnivals, named from A division to J division.

- A to E division carnivals are held at the Perth HPC 10-lane indoor pool (formerly HBF Stadium)
- F to J division carnivals are held at the Perth HPC 10-lane outdoor pool (formerly HBF Stadium)

Information specific to each carnival is contained within the event information booklet for that carnival. Officials will be provided with a printed copy of this on the carnival day. It can be downloaded in PDF format from the ACC website, here: <https://www.accsport.asn.au/carnivals/swimming/program-booklets>.

The carnival information booklets contain the following information.

- Event programs
- Participating schools and their swimming uniforms
- Lane allocations
- Venue layout map
- Seating allocations
- Event rules

OFFICIAL ROLES

Official roles at ACC Swimming Carnivals include:

Equipment setup and recovery

Announcer

Warm-up Pool Supervisor

Referee and judges of strokes

Marshalling Officials

Check Starter

Starter

False Start Rope Attendant

Place Judge

Timekeepers

Results Room Officials

Results Ratifier

Seating and crowd control

Catering staff

Presenter of Awards

Reserve Official

Parking / Seating / Crowd Control (A to E division carnivals only)

Clothing Basket Supervisor (**A division carnival only**)

Information specific to these official positions follow.

Equipment setup and recovery



Equipment provided: ACC official vest (adult supervisor ONLY), carnival information booklet and printed task checklist.

The carnival equipment work party must comprise of at least one teacher and **4** students. They must arrive at least **1 ½ hours** before the carnival start time to assist with equipment set up.

The work party should arrive by

7:30 AM, for carnival divisions A & B

8:30 AM, for carnival divisions C – J

EQUIPMENT SET UP

- Place the lane school signs behind the allocated swimming lanes (remains constant for all ages and divisions).
- Place the marshalling school signs behind the allocated lane chairs in the marshalling area.
- Pitch the portable scoreboards (F – J division carnivals only).
- Position marshalling chairs in lines at the competitor marshalling area in 10 rows of 8 chairs.
- Position 3 marshalling chairs behind each swimming lane.
- Put the false start rope into place, and one chair on each side of the pool next to it. If outside, ensure umbrellas are in place to provide shade for the false start rope officials.
- Position the timekeepers' chairs at the finish end of the pool.
- Set up the pool side barrier that runs along the side of the pool in front of the competitors/temporary stand. Large road cones and barrier poles are provided to set up this 60m line.
- Perth HPC Indoor only: use barrier tape to mark off the designated school and spectator seating areas in the stands.
- Check with pool management that all starting and electronic timing equipment is functioning correctly.
- Position the table and chairs for the announcer at the area designated.
- Check that lane ropes are down the length of the pool and in the diving pool. Place number lane road cones to designate lanes in the diving pool.
- Place some programmes at the reception counter (for parents only).
- **** After the last carnival event, position the trophy table at the presentation area. In the morning ensure the table, ACC tablecloth, etc. has been located in readiness.****

Once the set-up is complete the adult official should check in with the ACC Officials' Manager, as they might be needed to support the directing of seating areas for the first 30 minutes of the carnival program.

EQUIPMENT RECOVERY

- Dismantle the pool side barrier that runs along the side of the pool in front of the competitors/temporary stand. Return the large road cones and barrier poles to the equipment room (or ACC trailer if directed to).
- Retrieve the school lane signs from the start end of the pool and from the marshalling area.
- Retrieve any official's files/equipment on pool deck and return to the officials equipment room.
- Collect any lost property and hand to the Carnival Manager.
- Retrieve any unused programs from the main pool entrance.
- *After the F division carnival only*, dismantle the portable scoreboards and carry them to the ACC's enclosed trailer. Under the direction of the Carnival Manager, load the various parts of the boards into the trailer. For other *outdoor* carnivals move the scoreboard to a covered location as directed by the Carnival Manager.
- Check in with ACC Officials' Manager before departing.

Announcer

The Announcer has a designated area set up with a **desk, chair, microphone, 2-way radio, tablet and paperwork** relevant to the carnival. Please do not meander from this area.



*****Procedure for a 9:00 AM carnival start. Adjust below times in accordance with the scheduled start time of each carnival (i.e. add approximately one hour to times for a 10:00 AM carnival start)*****

8:00 - 8:30 AM

- Welcome officials and direct them to the officials sign in area.
- Advise competitors that pre-carnival warm-ups are to be done in the main pool in their school's designated lane only. No warm-ups are to occur in the main pool once the carnival has commenced.
- During the A-E division carnivals, warm-ups and cool-downs are to be done in the diving pool in assigned lanes.
- During the F-J division carnivals, warm-ups and cool-downs are to be done in the single designated lane in the outdoor 8 lane pool.
- Schools **MUST** supervise their own swimmers during any warm-up and cool-down sessions.
- Repeated advice concerning general carnival procedures e.g. marshalling areas, toilets, access pathways for competitors.

8:20 Reminder: the officials' briefing is scheduled to begin.

8:45 Welcome all schools (special welcome to country schools) and marshal events

1 - 12 (A & B divisions),

1 - 6 (C & D divisions)

1 - 4 (E to J divisions)

If required by the Carnival Manager, direct movement of seating of schools.

8:55 Remind all officials they should be in position at their designated area ready for the start of the first event.

9:00 Announce start of first event. Declare the carnival underway.

9:30-10:00 Welcome spectator groups as they arrive.

Ongoing

- Announce the schools of the first three (3) placegetters in each event as they come to hand.
- Announce records *once they have been verified* and you have received a printout from the results room.
- Announce progressive team scores as they come to hand.
- *If necessary*, call for silence for event starts.
- Call race progress, especially near the finish, where possible.
- Highlight any keenly contested competition categories/events if appropriate.
- If necessary, remind noncompeting athletes they are to be in competitor seating areas, unless marshalling or warming-up

1:00 PM

- Remind schools to ensure that their seating and toilet areas are clean. All schools should have garbage bags with them to use for a final clean up.
- Ask officials to return equipment, paperwork, files and vests to officials sign in area.

The Announcer can make or break a carnival. Please observe the following guidelines:

DO

- Speak slowly and clearly.
- Make special announcements (as requested) at your discretion.
- Encourage the lesser performer while congratulating the elite.
- **Be conversant with the [Safety and Evacuation Procedures](#)**

DON'T

- Speak while competitors are under the control of the Starter in readiness to race (unless a call for silence is necessary).
- Favour any schools.
- Make any personal comments about competitors.
- Announce records until they have been verified.

Warm-up Pool Supervisor



Equipment provided: Yellow official ACC vest, carnival information booklet and Officials Handbook

As a minimum, the Warm-up Pool Supervisor must hold a current Bronze Medallion (recognised by Royal Life Saving WA).

For indoor carnivals (A-E divisions), two thirds of the diving pool, marked with ropes for 8 lanes, will be available for warm-up from 8:00 AM and open for the duration of the carnival. The warm-up pool supervisor will be here to monitor this particular area.

Competitors are to use the lane allocated to their school. Lane allocations are in the carnival program booklet.

The role of the Warm-up Pool Supervisor is to manage the movement, activity and safety of athletes at the warm-up/cool-down pool and ensure that each school is supervising their own students in the pool.

The Warm-up Pool Supervisor is to ensure that:

- **INDOOR CARNIVALS : Competitors are ONLY to enter and exit via the permanent stand side of the pool**
- Competitors remain in their allocated warm-up/cool-down lane throughout the carnival and do not encroach upon areas reserved for other competing schools or general public use.
- **A maximum of 8 swimmers per school are allowed in their allocated lane**
- Each school has a responsible adult supervising any students they have in the warm-up/cool-down pool.
- Any students who are in the warm-up/cool-down pool without school supervision must be asked to leave the area.

The warm-up/cool-down pool (diving pool) is only to be used by competitors for pre-race warm-up and post-race cool-down purposes. The supervisor needs to strictly ensure that students/staff are not standing, sitting, walking, socialising or lingering at the ends of lanes (in or out of the water) in the warm-up/cool-down areas, as this interferes with the required activities of others and the smooth running of the carnival.

If a school is not using the warm-up/cool-down pool in the correct manner then the following should take place.

- Ask the supervising adult to actively manage any students they have in the pool and ensure their students are only using the pool for correct purposes.
- If students are unsupervised, ask them to leave the pool immediately and return to their team area. Let them know that to use the warm-up/cool-down pool they require a supervising adult from their school.
- If a school continues to utilize the warm-up/cool-down pool in the wrong manner, contact the ACC Carnival Manager. An ACC staff member will then speak directly with the teacher in charge of the school's swimming team.

Access to warm-up/cool-down lanes at Perth HPC (formerly HBF Stadium) is limited. Schools at indoor carnivals (A-E divisions) must use the same lane they have been allocated for the carnival for their initial warm-up in the main pool. Schools must adhere to allocated time schedules for pre-carnival main pool access, and in all instances the main pool will be closed 20 minutes prior to the first event. When using the main pool for warming up, swimmers are to exit the pool at the side and not climb over the timing pads at each end of the pool.

Referee and Judges of strokes

REFEREE

Equipment provided: Carnival information booklet, printed ACC Swimming Carnival Event Rules, duty statement, 2-way radio and Swimming WA Rule Infraction Disqualification Sheets pad



Referees are to be conversant with the ACC Swimming Carnival Event Rules.

The Referee should arrive at the venue at least 40 minutes prior to the start of the first event. They Referee is to:

- Inspect the pool, in co-operation with the Carnival Manager, to ensure that equipment is readily available and that he/she is aware of the layout.
- Check that the automated timing system is in place & functioning correctly.
- Brief poolside officials as necessary directly after the general officials' briefing.

According to FINA rules the Referee shall:

- have full control and authority over all officials, approve their assignments and instruct them regarding all special features or regulations related to the competition. He/she shall enforce all rules and decisions of FINA and shall decide all questions relating to the conduct of the meet, event or competition, the final settlement of which is not otherwise covered by the rules.
- The referee may intervene in the competition at any stage to ensure that the FINA regulations are observed and shall adjudicate all protests related to the competition in progress.
- The referee shall ensure that all necessary officials are in their respective posts for the conduct of the competition. He/she may appoint substitutes for any who are absent, incapable of acting or found to be inefficient. He/she may appoint additional officials if considered necessary.
- **At the commencement of each event, the referee shall signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or for backstroke swimming to immediately enter the water). A second long whistle shall bring the backstroke swimmer immediately to the starting position. When the swimmers and officials are prepared for the start, the referee shall gesture to the starter with a stretched out arm, indicating that the swimmers are under the starter's control. The stretched out arm shall stay in that position until the start is given.**
- The referee shall disqualify any swimmer for any violation of the rules that he/she personally observes, or which are reported to him/her by other authorized officials.

The Referee has the power to disqualify a competitor for improper conduct during competition. Remember, it is the Referee who disqualifies, NOT the Judges or other officials.

Other duties include:

- To preside over all events and see that all technical rules are carried out.
- To see that the competition is 'fair' to all competitors.
- To ensure there are sufficient officials in place, and to explain duties to the judges and timekeepers.
- Act as the 'Chief Inspector of Turns' and supervise the Stroke Judges / Inspectors of Turns.
- Stand and consequently move to advantageous positions during events, where the entire race can be watched, but move in line with the end of the pool when the competitors are nearing the finish line, so that the Referee is able to decide placings if there is a placing dispute.
- To immediately investigate and deal with any reports given to them by officials.
- To make decisions if judges and/or timekeepers do not agree on placings for an event. (The Referee cannot alter the placing of judges or timekeepers - it is only if the judges and/or timekeepers fail to agree that the Referee will be called upon to make a decision. The Referee cannot be a judge/timekeeper and referee for the same event).
- Check and sign record verification paperwork when records are broken.
- If for any reason a race must be re-run, decide *when* the race is to be re-run, in liaison with the Carnival Manager.
- If the Referee feels that a start has been unfair, he/she has the power to order a re-start. The start is solely in the hands of the Starter. If a protest comes to the Referee as to the fairness of a start, the Referee should immediately ask the Starter if he/she considered the start a fair one and if the Starter is satisfied with the start, the Referee has no power to interfere.
- To deal with any protests. Protests relating to matters which occur *during* the carnival program should be made at once, and not later than within thirty minutes after a result has been officially recorded. Any protest shall, in the first instance, be made orally to the Carnival Manager by the swimmer or by a school staff member acting on the

swimmer's behalf. The time of any protest shall be recorded by the Carnival Manager. The Carnival Manager will then communicate the protest to the Referee.

- To arrive at a fair decision, the Referee should consider any available evidence which he/she deems necessary.

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.

JUDGE OF STROKE

Equipment provided: Carnival information booklet, printed rules and duty statement.

If an F to J division carnival, Stroke Infringement Feedback Forms.

At ACC carnivals there shall be two Judges of Strokes under the control of the Chief Referee. The Judge of Stroke will undertake both the FINA duties of 'Inspector of Turns' and 'Judge of Stroke'.

A Judge of Stroke shall be assigned to each side of the pool. Each Judge of Stroke shall ensure that swimmers comply with the relevant rules for turning, commencing from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning. The Judge of Stroke shall also ensure that the swimmers finish their race according to the current rules.

In relay events, each Judge of Stroke shall determine whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. Each Judge of Stroke shall ensure that the rules related to the style of swimming designated for the event are being observed.

Judge of Stroke shall report any violation detailing the lane number and infringement to the Chief Referee.

Marshalling Officials

Equipment provided: Orange ACC Official vest, carnival information booklet, and Officials Handbook.



CHIEF MARSHALLING DIRECTOR will be provided a 2-way radio.
MARSHALS will each be provided a tablet for event marshalling.

Marshals will also have student assistants assigned to deliver marshalled swimmers to Check Starters.

CHIEF MARSHALLING DIRECTOR to report to RESULTS MANAGER once signed in, prior to officials briefing

Marshals are key roles and should therefore only be assigned to experienced personnel. Marshals must be familiar with school carnival event processes and be able to work under pressure while directing students in a confident and assertive manner.

Marshals are to be in position at the marshalling area, at 8:40 AM (for A & B division carnivals) and 9:40 AM (for C to J division carnivals), ready to marshal competitors in the boys and girls 100m freestyle events.

Marshals are to be aware of the lane allocations. These are in the carnival information booklet.

Under the guidance of the Chief Marshall, marshals are responsible for registering competitors by **digitally** checking their name and competitor number **using a tablet device that will be provided by the ACC. This device provides access to all event and competitor data and is directly linked to the Meet Manager results management system. Any changes to competitor data using this device will instantly update the system in the results room before the race.**

Marshals need to have completed the marshalling of events at least 10 minutes prior to their start time. Marshalling WILL NOT be broadcast by pool side announcer, and for INDOOR carnival only, the electronic board will display which event is currently marshalling. Core instructions for marshals are as follows.

- Receive the group of competitors arriving to marshal.
- Arrange competitors in their event & lane order. Competitors are to sit on the chairs provided in their correct event/lane order behind their school sign.
- **Check** the event details on the **tablet device** (event #, stroke, age, division, gender). These should match the event numbers on the program of events in the carnival information booklet.
- **Check** each competitor's **name and number**.
- If a competitor marshals to swim with a name and number different to that which **is listed in the system, update the field on the screen with** the name and number of the competitor that has marshalled in place.
- Hand the competitors over to the student assistant (who is to guide them to their start assembly area).
- Continue to send up to 4 events in advance to the Check Starter once they have been marshalled.
- Do not hold up an event due to competitors that have not marshalled.
- Move on to the next event that is to be marshalled, as appropriate, to keep the program moving and on time.
- **Competitors are not permitted to return to the warm-up pool after they have registered for their event.**

There are up to 2 - 3 Marshals who work in unison under the direction of the Chief Marshalling Director. For example, one or two to place competitors in event and lane order, and one or two to **check** / record names and numbers.

If a school does not register a competitor before the Marshal's Student Assistant delivers those competitors to the Check Starter, the Chief Marshalling Director assumes that that school is not fielding a competitor in that event. **Although there is no competitor, leave the name in the system.** The Check Starter will **also have a tablet device and will check the competitor's details if he/she arrives in time to compete.**

Marshals are to marshal relay teams in a similar manner. The major **difference when marshalling relays** is that competitor numbers do not have to be registered. Just check the event details and tick that **a full team (four swimmers) from each school has** reported to marshalling.

The Chief Marshalling Director keeps the marshalling area organized and moving in a timely manner and advises those in the marshalling areas as to whether an event is currently being marshalled.

Check Starter

Equipment provided: Pink ACC Official vest, carnival information booklet, and Officials Handbook.

Swim WA & one other CHECK STARTER will be provided a 2-way radio.
Excluding Swim WA official, CHECK STARTERS will each be provided a tablet for event marshalling.



CHECK STARTERS to report to RESULTS MANAGER once signed in, prior to officials briefing

CHECK STARTERS will receive an additional briefing from the Starter

The Check Starter places each competitor in the correct lane, assembling competitors in consecutive events in the chairs provided ~ 3m behind the starting blocks.

The Check Starter is to check that each competitor is in the correct uniform (cap and bathers).

- Only official school swimming uniforms as registered with the ACC are to be worn. Each school's correct swimming uniform is documented in the carnival information booklet.
- No board shorts or bikinis are permitted.
- Competitors may wear a second pair of bathers underneath the official school bathers for modesty purposes; however, the second pair must be discrete, preferably in a similar colour to the school bathers and should not involve flamboyant colours or embellishments that are highly visible.
- Logos: Check starters are to use their common-sense regarding bathers with commercial logos. School bathers should all be the same and only include school logos. Bathes with small commercial logos are permitted (i.e. small Speedo emblem), but large commercial logos are not permitted (i.e. large SPEEDO across the back).
- G to J division carnivals: Check Starters also need to use common sense with lower division carnivals (G to J divisions) and provide smaller schools with more flexibility when it comes to bathers e.g. if bather colour is navy blue and they wear a slightly different colour or an added trim, this is allowed in G - J division carnivals.
- Body suits, skins, jammers are only permitted if listed as the school's official swimming uniform and all swimmers wear the same attire.
- The Carnival Manager will advise the Check Starter before the start of competition of any swimmer(s) that have been granted a dispensation to swim in non-regulation bathers.
- If a competitor is not conforming with the swimming uniform rules, he/she is to be advised prior to the start.
- The start of a race is not to be held up to allow competitors to change into the correct uniform. Swimmers breaching the uniform policy will be allowed to swim but disqualification is to follow (at the end of the race). The check starter MUST inform the Referee of any uniform rule breach disqualification immediately after the start of the race.

The Check Starter must check that competitors are competing in their correct event type, division and lane. **Competitor names and numbers must be digitally checked using a tablet device. This device provides access to all event and competitor data and is directly linked to the Meet Manager results management system. Any changes to competitor data using this device will instantly update the system in the results room before the race. If there is a late change to a competitor, the Check Starter must update the swimmer's name and competitor number in the field provided on the tablet device.**

Prior to the start of each event the Check Starter signals to the Starter to indicate that competitors are placed and ready.

Note: It is not the duty of a Check Starter to judge if a competitor has had a false start; this is a matter for the Starter only.

Starter



Equipment provided: Carnival information booklet plus A4 program of events, printed duty statement, starting equipment, and Check Starter's printed duty statement.

A good Starter must be physically and mentally alert with quick reactions and good eyesight. He/she should be able to take command with a good, clear speaking voice. He/she must be confident in the role and deal with any situation without panic. He/she must be fair to all competitors.

On arrival at the venue, the Starter should check that the starting apparatus is working properly, and, if a loud hailer is used, that the command can be clearly heard in all lanes. It is usual for a Starter to wear a Starter's Shirt so that he/she can be easily recognised by everyone (in particular, swimmers, judges and timekeepers). He/she needs to have two guns (or electronic starting devices) - one for starting and one for recalling - as well as a whistle attached to a lanyard around his/her neck.

The Starter should check that timekeepers can see and hear the start of each race clearly.

The **Check Starter** and **False Start Rope Attendants** are to be briefed by the Starter.

THE START

ACC Swimming Carnivals follow the [FINA "one start" rule \(SW4.4\)](#).

- The start in Freestyle, Breaststroke & Butterfly races shall be with a dive. On the long whistle (18) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.
- The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (18), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position. When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.
- 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, and the remaining swimmers shall be called back to begin the 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.*
- The signal for a false start shall be the same as the starting signal but repeated along with dropping of the false start rope. Alternatively, if the Referee decides that the start is false he shall blow his whistle, which shall be followed by the starter's signal (repeated) and dropping of the false start rope.

The Starter shall:

- have full control of the competitors from the time the Referee turns the competitors over to the starter, until the race has commenced.
- have power to decide whether the start is fair.
- have the power to recall the competitors at any time before the signal to start has been given.
- when starting an event, take up a position on the side of the pool within approximately 5 metres of the starting edge of the pool, and where the timekeepers can see the starting signal and competitors can hear the signal.
- call out the details of the event before the command "take your mark".
- where possible use a visual signal (e.g. an electronic flash) in addition to an auditory signal at the start.

NB:

- Before starting an event the Starter must receive a signal from the Referee that competitors and officials are in their positions and are prepared for the start.
- with the concurrence of the Starter, the Referee shall disqualify competitors for delaying the start, or for wilfully disobeying an order or for any other misconduct-taking place at the start. Such disqualification shall not be counted as a false start.

There is no fixed holding time after the command "take your mark"; as soon as all competitors are steady on their marks, the start is signalled.

The Starter has complete control of the start and even if the Referee feels that the Start was an unfair one, the Referee has no power to interfere. If the Referee were to receive a protest on a start, the procedure would be for the Referee to ask the Starter if he considered the start to have been a fair one, and if the Starter is satisfied with the start, the Referee has no power to take any action.

It is not now usual in top line competitions, for the Starter to give the method of starting to the competitors, but this is often done in junior competition e.g., I will say "take your mark", (as the case may be) "and then sound the signal to start". Swimmers should know the command.

Place Judge

Equipment provided: Yellow ACC Official vest, carnival information booklet, Officials Handbook and Place Judge Check Sheet.



Place Judges will also have a Student Official assigned to assist them.

The ACC uses manual judging as a back-up of places in case of an automated timing system failure. In C to J division carnivals, only one adult Place Judge official is used for this role. In A & B division carnivals, two adult Place Judge's are used.

The Place Judge records the places of all competitors for each race, by noting the lane number of each placing. This is recorded on their Place Judge Check Sheet. *Record the lane numbers in order of the place achieved e.g. Lane 4, 7, 2, 5, 3, 1, 6, 8 (i.e. 1st lane 4, 2nd lane 7, 3rd lane 2, 4th lane 5, 5th lane 3, 6th lane 1, 7th lane 6, 8th lane 8)* (example below).

NB: It is important that Place Judges *do not* refer to any electronic race results displayed, as this would negate their role.

The result awarded by the Place Judge will be used for the official results in situations where the automatic timing system fails or there is a protest dispute.

Place Judges should be placed at least five metres from and in line with the finish line, in order to have a good view of the finish line (elevated). The placings for each lane are recorded on the sheet in their provided clip-folder. If there has been an automatic timing system failure an ACC official will approach the Place Judge and ask for their recorded places.

At the conclusion of the carnival the Place Judge is to return the completed check sheet to the ACC Results Manager in the Results Room; the sheet is not to be left in the clip-folder.

The Referee shall liaise at times with the Place Judge. The Referee is in control of all pool officials. If there is a dispute on any placing, it is only the Referee that may decide the placings, but the Referee does not have power to alter placings if the Judge agrees on their placings. The Referee should stand in line with the finish line and be able to assist in the place judging process if need be.

PLACE JUDGE'S PERSONAL CHECK SHEET

The *Place Judge Check Sheets* are specific to each carnival division. An example is below.

Place Judge Check Sheet – J division													
Record the LANE numbers in order of the place achieved i.e., 4, 7, 2, etc.													
This completed sheet must be handed in to the Results Room at the end of the carnival													
#	Time	Event				Lane Placings							
						1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
1	10:00	100 m Freestyle	G	Open	Div I	4	7	2	5	3	1	6	8
2	10:04	100 m Freestyle	B	Open	Div I								
3	10:08	50 m Freestyle	G	U13	Div III								
4	10:10	50 m Freestyle	G	U13	Div II								
5	10:12	50 m Freestyle	G	U13	Div I								
6	10:14	50 m Freestyle	B	U13	Div III								

Timekeepers

Electronic timing pads and hand buttons are used. The Chief Timekeeper hand times the winner of each race and records this time as a backup. Hand stopwatches for each lane are only used in case of a complete breakdown in the electronic timing.

CHIEF TIMEKEEPER

Equipment provided: Orange ACC Official vest, carnival information booklet, Officials Handbook, stopwatch, recording Check Sheet, and list of schools Lane Timekeeper official allocations.

Chief Timekeepers will also have a Student Official assigned to assist them.



The Chief Timekeeper has two main roles at a typical ACC swimming carnival.

1. Manually time and record on their check sheet (example below) their stop-watch time for 1st place only. (This is used for record verification and as a check against the electronic timing in case of failure.) Return this sheet to the Results Room Manager at the completion of the carnival.
2. Supervise the timekeepers using the hand buttons for each lane. Ensure all lanes have the required timekeepers in place and that they are performing their duty correctly. (Their role is described below.) After the general officials' briefing given by ACC staff, meet the timekeepers at the finish end of the pool; check that the timekeepers required for each lane are present and provide them with a short briefing specific to their role. Ensure timekeepers are not allocated to their school lane and reallocate as required. Ensure they understand that they **MUST BE IN PLACE** at least 10 minutes prior to the start of the first event. During events they must remain alert to the progress of the swimmer in their lane, and ready to position themselves correctly and press their button when that swimmer touches the wall.

Chief Timekeeper's Check Sheet – for 1st place (Sample only)

EVENT	TIME	LANE	EVENT	TIME	LANE	EVENT	TIME	LANE
1			43			85		
2			44			86		
3			45			87		
4			46			88		
5			47			89		
6			48			90		

If the electronic timing system was to breakdown and not be useable, the chief timekeeper is then required to coordinate the manual timing of each lane with stopwatches. Should this situation occur:

- An ACC staff member will alert the Chief Timekeeper and provide stopwatches and recoding sheets and clip-folders for each lane.
- Check all watches by calling all timekeepers and the Starter together. The Starter shall explain the method of start. All watches are then started using that method and run for a set time, at the Referee's discretion. Following a warning command from the Starter, the watches are stopped on the starting signal, and checked for accuracy. Spare batteries will be on hand should they be required.
- Instruct timekeepers to "clear their watches" for the commencement of the next event, and signal that they have done so and are ready to time.
- Signal the Referee when all timekeepers are ready.
- At the end of each event, once the timekeepers have recoded the time of the swimmer in their lane, they must wait for the signal from the Chief Timekeeper before they clear their watches and signal back their readiness for the next event.
- Inspect watches of lane timekeepers if considered necessary.

TIMEKEEPERS

Timekeepers will wear a yellow ACC Official vest. After the general carnival briefing by ACC staff, timekeepers must report to the Chief Timekeeper at the finish end of the pool.



Timekeepers are to take the time of the competitor in their allocated lane by operating any timing device approved by the Chief Timekeeper. Timekeepers **MUST BE IN PLACE** at least 10 minutes prior to the start of the first event. During events they must remain alert to the progress of the swimmer in their lane, and ready to position themselves correctly and press their button when that swimmer touches the wall.

- A double button timing system is used for all carnivals. Each button is to be pressed when the competitor in your allocated lane touches the timing pads.
- There will be at least two timekeepers on all lanes for all events. (In A & B division carnivals there will be three per lane.)
 1. The first timekeeper – This will be the official timekeeper and will be a competent adult official that has been assigned according to the carnival's allocation of official duties to schools.
 2. The second timekeeper - Each school competing at the carnival is allocated a timekeeping lane (different to that of their competing lane). Each school is required to assign a competent person to the role of second timekeeper of this lane.
 3. The third timekeeper – At A & B division carnivals only, each school competing is also required to provide a competent person to the role of third timekeeper for their allocated timekeeping lane.

The second and third timekeeper roles can be filled by a staff member, adult volunteer or school student. Schools may rotate individuals to these roles throughout the carnival, but must always have someone in the role of second timekeeper (and third timekeeper if in A or B division) on their allocated lane. The Chief Timekeeper will have a record of each school's allocated timekeeping lane.

- Each timekeeper on a lane, presses a timing button at the swimmer's finish. This will require them to lean out over the wall to get in the best position to see the swimmer touch the wall. This timing button system records times automatically, with no written recording required.

If the electronic button timing system was to breakdown and not be useable, the timekeepers would be required to obtain times manually using stopwatches. Should this situation occur:

- Timekeepers are to take procedural direction from the Chief Timekeeper and/or ACC staff. They will be provided with stopwatches and clip-folders containing sheets on which to record the times of the swimmer in their lane for each event.
- For each event timekeepers will start their watches at the starting signal and stop their watches when the competitor has completed the event. This will require the timekeeper to lean out over the wall to get in the best position see the swimmer touch the wall so they can stop the watch at the appropriate time.
- Promptly after the time has been obtained, it must be recorded on the sheet provided. If requested, stopwatches must be presented for inspection. Timekeepers are not to clear their watches until they receive the 'clear watches' signal from the Chief Timekeeper or Referee.
- Timekeepers do not adjudicate on the swimming finishing technique of the competitor as to whether it was a fair touch. Timekeepers must stop their stopwatch the moment any body part of the swimmer touches the wall or timing pad.

Results Room Officials

Results **room officials** should not travel on the spectator bus as they may be late arriving at the venue. They should travel on the team/swimmers bus or use individual transport to ensure they arrive at the venue on time for the officials briefing.

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.
- 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 progressive aggregate scores for the announcer. 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 updating to 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)

RESULTS ROOM ASSISTANT

The **Results Room Assistant** is to assist the Results Manager and Carnival Manager in all activities relating to Carnival Results management. The **Results Room Assistant** will be briefed of their duties by the Results Manager on the day, well before the carnival start time. **One student assistant will be allocated to assist the person in this role.**

All results will be entered into the Meet Manager carnival management system. **Once results from each event are processed, a timing slip and results report will be printed.** The **Results Room Assistant** is required to thoroughly check the following:

- Event **timing slip and results report are compatible** - event number, event description, event record, gender, age group and event division.
- All information relating to any new records is correct.
- Disqualifications have been processed correctly, i.e., placings have been adjusted **on both the timing slip and the results report.**

- If any discrepancies or errors have been identified, they are to be reported to the Results Manager immediately so corrections can be promptly made and results adjusted.

If all information for an event is correct, the paperwork for that event is to be stapled together. The paperwork is then collated in **event category (swim stroke) order with the first event at the top. Paperwork will be filed in event category folders for quick reference if required.**

A program booklet will be provided on the day for the **Results Room Assistant to tick off each event as they are checked and filed.**

Examples of a **Quantum Timing** printout and **Meet Manager Results** sheet for an event are below.

002 - 100m M12- FR - T 1		
Results for finish		
Start Time: 33:05:38.4154		
Rk	La	Time
1	8	1:09.45
B-Up		1:09.38 (-0.07) ✓
B1:		1:09.48
B2:		1:09.29
2	4	1:12.70
B-Up		1:12.76 (0.06) ✓
B1:		1:12.72
B2:		1:12.80
3	6	1:15.94
B-Up		1:16.03 (0.09) ✓
B1:		1:16.00
B2:		1:16.06
4	5	1:17.27
B-Up		1:17.24 (-0.03) ✓
B1:		1:17.20
B2:		1:17.29
5	7	1:18.37
B-Up		1:18.42 (0.05) ✓
B1:		1:18.55
B2:		1:18.29
6	1	1:20.94
B-Up		1:20.93 (-0.01) ✓
B1:		1:20.97
B2:		1:20.90
7	3	1:21.80
B-Up		1:21.67 (-0.13) ✓
B1:		1:21.68
B2:		1:21.67
8	2	1:21.88
B-Up		1:21.89 (0.01) ✓
B1:		1:21.97
B2:		1:21.82

Challenge Stadium - Site License

HY-TEK's MEET MANAGER 8.0 - 9:07 AM 25/03/2021 Page 1

2021 ACC B Division - 25/03/2021

Results

Event 2 Boys Under 13 100 LC Meter Freestyle Div 1

R: 1:03.23 # 2016

Brendan Best

John XXIII

Name	Yr	School	Seed Time	Finals Time	FINA	Points
1 Zver, Romeo		Kolbe Catholic College	1:15.54	1:09.45	308	12
2 Travasso, Alexander		Nagle Catholic College	1:16.27	1:12.70	268	11
3 Grant, Logan		Peter Moyes Anglican Communit	NT	1:15.94	235	10
4 Paap, Jake		St Mark's Anglican Community S	NT	1:17.27	223	9
5 Shallue, Joel		Prendiville Catholic College	NT	1:18.37	214	8
6 Buiks, Maximilian		Corpus Christi College	NT	1:20.94	194	7
7 O'Brien, Tadhg		Ursula Frayne College	NT	1:21.80	188	6
8 Sayer, Nick		Mazenod College	1:27.17	1:21.88	188	5

Seating/Crowd Control



Equipment provided: Yellow ACC Official vest, carnival information booklet, and Officials Handbook.

The seating and crowd control officials are to ensure that all spectators and competitors are seated in the correct location and that the dive pool and warm up lanes are supervised by school staff.

Seating allocations are shown in the carnival information booklet. Spectating parents/family/friends should also be seated in the allocated areas and not in school areas.

Once the carnival has commenced and schools are seated in the correct areas this official then commences duty as a crowd control official. The crowd control official is to ensure that spectators and competitors remain in their allocated seating areas throughout the carnival and do not encroach upon areas reserved for carnival officials. The official needs to strictly ensure that students or staff are not standing/sitting/walking in poolside areas which would interfere with carnival officials. Students should only be allowed poolside if they are walking to or from an event or marshalling area.

At Perth HPC (formerly HBF Stadium) indoor pool, students/staff should not be poolside on the southern side of the main pool in front of the permanent stand. This area is strictly out of bounds for everyone other than carnival officials; the crowd control official must strictly enforce this. Competitors are seated on the northern side of the pool and should only move to other areas via the walkway behind the temporary grandstand. The movement of swimmers and coaches on the northern poolside must be restricted as much as possible, especially at the start and finish ends of the pool. A barrier should be in place along the edge of the pool to prevent competitors or coaches encroaching on official's poolside space. Students other than those starting or finishing an event should not be walking behind the officials at the start and finish ends of the pool. Coaches/staff wishing to hand time their swimmers must do so from within their allocated seating area and NOT be poolside near the finish area.

Students and staff wanting to move from the temporary stand (north side) to the permanent stand (south side) are to use the stairs and walk over at the western end of the pool. Staff and students that are not carnival officials should NOT walk across the pool deck to move between stands or to access the toilets/kiosk on the southern side.

The main café at the stadium is open to staff and students for food and drink purchases throughout the carnivals.

Students swimming in the indoor dive pool or outside pools for warm up and cool down MUST be supervised by their school staff. If a school has students in the water without supervision, then they must be asked to leave the pool and return to their team area, and the crowd control official should inform staff of the relevant school and ask that supervision be provided at the pool.

At the conclusion of the end-of-carnival presentations, schools will be asked to exit the facility in a set order designed to correspond to bus pick up order outside the venue. The crowd control officials are to assist with the orderly exiting of the building and parking officials will liaise with the Carnival Manager regarding bus pick up outside the facility.

Seating/Crowd Control (Parking) official will complete a final bus check exit order in conjunction with the Venue West traffic management. This will take approximately 5-10 minutes and will occur during end of day carnival presentations. Please liaise with Carnival Manager.

**** MAPS : refer to Swimming Operations Manual for 'Indoor Pool Layout' and 'Outdoor Lane Pool Layout' maps, and for Seating/Crowd Control (Parking) officials, 'Parking and Traffic flow' map**

Catering Staff

It is the aim of the ACC to provide officials, student officials and special guests with light refreshments as they perform their duties. Refreshments include tea/coffee, cordial/water & biscuits.



NOTE : Lunch and morning tea is ONLY provided to certain chief officials, of which there are approximately 10. A list of these specific Officials will be provided to the catering school's staff member on the day.

Officials will be catered for during their duty at no individual cost. Poolside officials (including student assistants) have refreshments delivered to them by the Catering school's student officials. Officials will be recognised by a pink, orange or yellow vest with "ACC OFFICIAL" on the back. Student assistants will be represented similarly. Other school staff (coaches, teachers and/or managers) or students are not catered for and must supply or purchase their own refreshments at the venue.

CATERING REQUIREMENTS

Approximately 45 general officials are catered for at each of the A – E division carnivals, and ~ 35 at the F – J division carnivals.

Strictly, catering is provided from 10:00 AM until 1:30 PM for carnival officials. Catering may begin earlier due to hot conditions at the discretion of catering staff.

It is usual practice for the rostered school's canteen staff or home economics department to assist with the Carnival catering. Student assistants are used to perform the delivery tasks where necessary.

Experience shows that approximately 1 adult and 5 students have been used to perform the various catering tasks at each swimming carnival. The catering officials may travel on the team/competitor bus or use individual transport to ensure they arrive at the venue on time for the officials briefing and to commence duties at the start of the carnival.

Weather conditions often determine the amount of cold drinks, compared to hot drinks consumed.

The stadium has a separate official's room set up for carnival catering. All food, beverages and equipment are provided by the venue cafes. Schools are only responsible for providing the staff and students to distribute the food and beverages.

Students assisting the catering staff member are required to be dressed appropriately for the day.

Scoreboard Operator



NOTE : 2025 ACC F – J Division swimming carnivals, WILL NOT require Scoreboard Operators

The Scoreboard Operator, required at the outdoor carnivals (F – J divisions), is to assemble the portable boards and ensure that school name panels are in place and that scoreboards are safely anchored. Scoreboards are to be placed on the paving on the Western side of the pool facing the grandstand. The Scoreboard Operator will need a minimum of 2 student assistants, which are supplied by their school. Student assistants are to sit to the sides of the boards ensuring clear spectator viewing.

The Scoreboard Operator is to receive periodic progressive Combined Aggregate scores from the Results Manager. The first scores should be available approximately 20 minutes after the start of the first event and then every 15 minutes up to the start of the relays. **Schools are to be placed in descending order, according to their points tally, on the boards.** Numbers on the boards are self-locating digital numbers which need to be manually changed with each new score. Once the scores have been updated on the board the score sheet is to be sent to the announcer.

At the conclusion of the carnival, all nameplates and numbers are to be stacked in the appropriate containers. If more carnivals are to follow at this location, the boards are to be stored securely overnight or laid on their backs. At the final carnival, the Scoreboard Operator and his/her assistants are to dismantle the boards and carry them to the ACC's covered trailer in conjunction with the carnival work party.

Carnivals with 8 schools – no single gender schools (See example 1):

For carnivals with 8 schools there should be 4 schools displayed on each board with the top school on the left hand board. The bottom numbers on each board are not used for progressive scores.

Current Event: for 8 school carnivals the bottom row of numbers can be used to display *the event number of the current event in the pool*. In the example given event 23 is currently in the pool. The scoreboard operator needs to accurately follow the program of events and always display the event number of the current event that is in the pool. This is essential so that the officials and spectators always know which event is currently running at the carnival.

Example 1			
SCOREBOARD 1		SCOREBOARD 2	
School Name	Score	School Name	Score
Seton	432	Sacred Heart	428
John XXIII	431	Servite	427
Newman	430	Kolbe	426
Chisholm	429	La Salle	425
Current Event	23	Current Event	23

Carnivals with 9 or 10 schools – includes single gender schools (See example 2):

For carnivals with more than eight schools participating, scores should be displayed with 5 schools on the left board and 5 or 4 on the right board. Combined aggregate scores only are listed on the board. Single gender schools will generally have a lower score than co-ed schools and will be near the bottom of the second board. The fourth number digit on the second board is GOLD and this digit is used to represent the overall placing of the single gender school in the boys or girls aggregate. The example listed below shows Mazenod in 6th place overall with a score of 225, however Mazenod are in first place in the boys' aggregate and have the number 1 in gold at the end of their score to demonstrate this placing. Similarly, Mercedes has a score of 224 but are in 1st place for the girls and Iona has a score of 223 but they are in second place in the girls. The score sheet provided by the results manager will include both a combined aggregate and boys & girls aggregates.

Current Event: for 9 school carnivals the bottom row of numbers on the second board can be used to display the event number of the current event in the pool. In the example given, event 23 is currently in the pool. The scoreboard operator needs to accurately follow the program of events and always display the event number of the current event that is in the pool. This is essential so that the officials and spectators always know which event is currently running at the carnival.

Example 2			
SCOREBOARD 1		SCOREBOARD 2	
School Name	Score	School Name	Score
Seton	432	Servite	427
John XXIII	431	Corpus Christi	426
Newman	430	Mercedes	224 1
Chisholm	429	Mazenod	225 1
Sacred Heart	428	Current Event	23

Presenter of Awards

ORDER OF PRESENTATION PROCEEDINGS

CARNIVAL MANAGER

1. Trophies arranged on table in presentation order
2. Assembly of team representatives (School Team Captains only – 2 Senior & 2 Junior)
3. Introduction: Background
This carnival in relation to the series of carnivals
Previous carnival winners
4. Introduce Principal/ACC President/Principal delegate

PRINCIPAL / ACC PRESIDENT'S ADDRESS

5. Opening Address - Principal comments
6. Key Acknowledgements: Carnival Officials

Chief Referee	
Judges of Strokes	
Starter	
Chief Timekeeper	
Results Room	Chris McMillan (My Swim Results)
First Aid	
Catering School	

7. Acknowledgement of ALL SCHOOLS
 - Supervising staff
 - Staff
 - Team Coaches and Managers
 - Competitors

CARNIVAL MANAGER

7. Announce Results Principal presents each shield to the winning school captains
In between shield category presentations, announce records (if any) and inform schools about the All Stars team and the Virtual Carnival.
8. After announcing the overall winner of the carnival, invite the winning school Captains to respond
9. Conclusion: Final comments
10. Dismissal of spectators and competitors according to exit order

Clothing Basket Officials' Supervisor

At the **A division** Swimming Carnivals there will be a clothing basket system in place for the swimmers which is supervised by an adult official. This service is designed to improve the professionalism of the meet and assist the swimmers in the retrieval of their clothing. (Baskets will also be available at all other carnival divisions, but schools in those carnivals will need to manage/supervise their own students assigned to this task.)

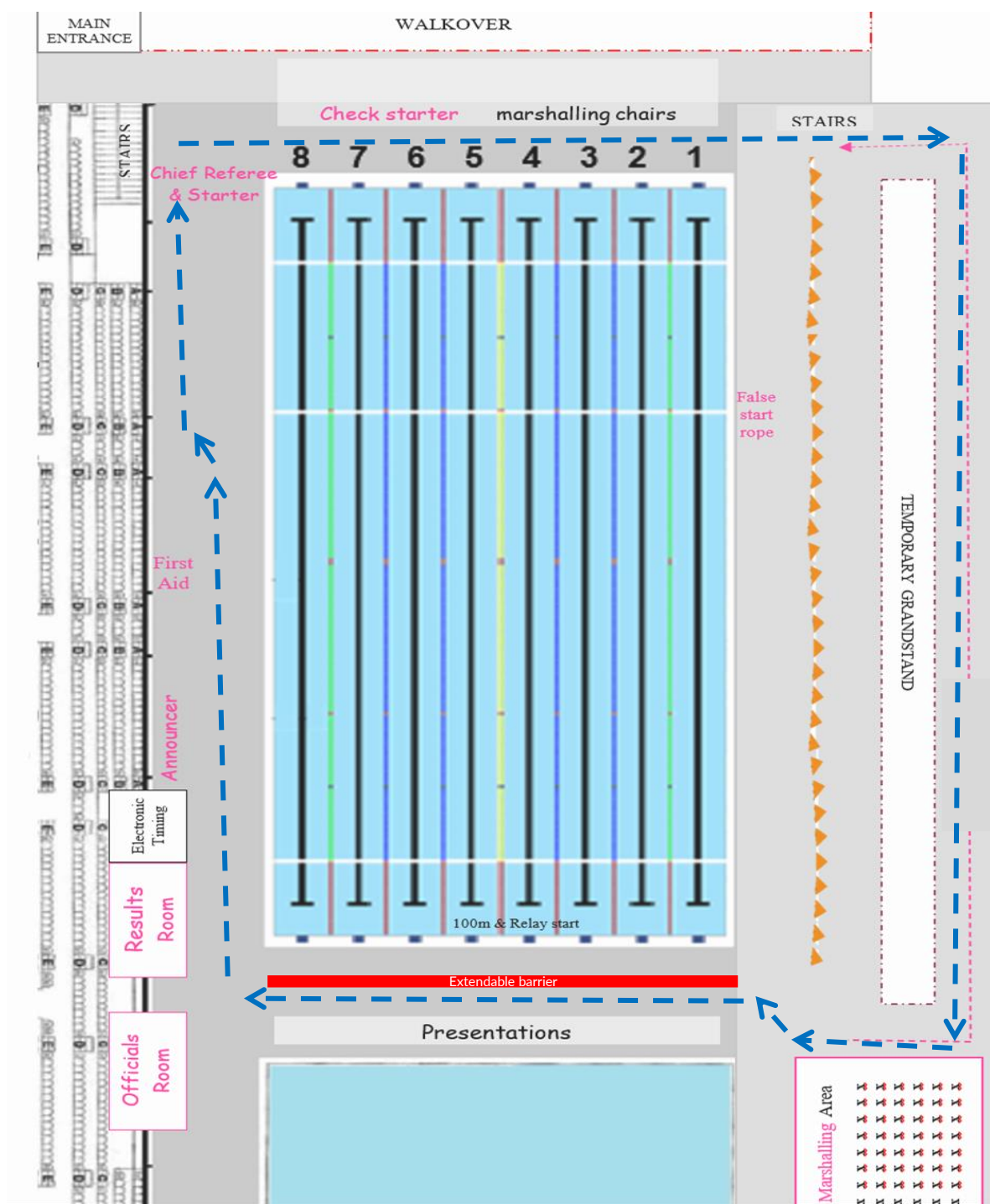
At the blocks before the start of each race there will be a basket for each lane and the swimmers can place their towel and clothing in the basket just before they take to their starting block. Each school will supply student officials to act as basket carriers and they will walk the basket down to the finish end of the pool and place the basket behind the blocks for each lane at the finish end. The swimmers can leave the water after the race when instructed by the referee and can collect their clothing and towel from their basket. The student officials will then return the empty basket back to the start end of the pool. The ACC will arrange one adult official to oversee the basket system. Each school will need to provide 2 students to work as basket carriers. At all times during the meet each school must have 2 basket carriers in place, one at each end. Single gender schools share a lane and only require one student basket carrier. If necessary, these student officials can be rotated during the day with replacement student officials. The student basket carriers from each school must be dressed in either the school PE uniform or the full summer school uniform; this can be at the discretion of the Sports Coordinator.

The basket system will operate as follows:

- Three baskets in operation per lane. At the first race there will be 2 baskets at the start end and one basket at the finish end.
- Each school will have two basket carriers. Student basket carrier officials stand behind the blocks for their school lane and next to their basket. One student will be at the start end and one at the finish end of the pool. Basket carriers are to stand well clear of any other officials and should not be near the edge of the pool.
- One adult official will brief the basket carriers and supervise the process during the carnival.
- **START END (50m):** Once the swimmer has placed items in the basket the carrier can walk the basket from the start end to the finish end. Basket carriers from the 50m start end of the pool will walk back on the north side (behind the temporary competitor seating) and past the marshalling area and place the basket at the finish end of the pool behind the blocks.
 - If the swimmer places no items in the basket then the carrier remains at the start end of the pool and waits for the next race.
 - After basket delivery, the carrier then remains in place to take on the role of the finish end basket carrier.
 - In 100m events the swimmers start and finish at the same end so there is no need for baskets to be transferred.
- **FINISH END:** This student official remains in place until the basket carrier arrives from the start end with a basket carrying clothing items. At this point the student officials exchange places. The student official at the finish end waits until the clothing basket has been delivered and then takes an empty basket and walks this back to the start end of the pool. Basket carriers from the finish end will walk on the south side (in front of main grandstand) of the pool towards the 50m start end, taking care to walk well away from pool side so as not to interfere with the swimming officials.
 - After basket delivery, the carrier then remains in place to take on the role of the start end basket carrier.
 - In 100m events the swimmers start and finish at the same end so there is no need for baskets to be transferred
- For relay events there will be two swimmers in each lane at each end of the pool and they will place their items in the basket at the same time at the start of the race.
- Swimmer 1 & 3: will be at the 50m finish end (diving pool/east end), the baskets can be transferred once the swimmers place their items in the basket before the race starts. If the swimmers place no items in their basket the official stays in place until the next race.
- Swimmers 2 & 4: will be at the 50m start end (west end); the baskets can be transferred once the swimmers place their items in the basket before the race starts. If the swimmers place no items in their basket the official stays in place until the next race. The basket officials will need to ensure that there is an empty basket ready at the start end of the pool for all races. There are three baskets per lane so there should always be enough baskets.
- At all times there should be one basket carrier per school at each end of the pool. If a school does not provide two basket carriers then there will be no basket service for that lane/school.

See diagram following for basket carriers pathway directions.

Pool layout of Perth HPC (formerly HBF Stadium) Indoor Pool – Basket Carriers pathway direction marked in blue arrows



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.

COMPETITION 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.

DISQUALIFICATION

- To deal with any protests. Protests relating to matters which occur *during* the carnival program should be made at once, and not later than within thirty minutes after a result has been officially recorded. Any protest shall, in the first instance, be made orally to the Carnival Manager by the swimmer or by a school staff member acting on the swimmer's behalf. The time of any protest shall be recorded by the Carnival Manager. The Carnival Manager will then communicate the protest to the Referee.
- To arrive at a fair decision, the Referee should consider any available evidence which he/she deems necessary.

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:
 - d) based on an infraction which the Referee has directly witnessed.
 - e) based on an infraction brought to the attention of the Referee by a Judge of Strokes or Starter.
 - f) 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

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.

AGE CLASSIFICATIONS

ACC policy is that students competing in ACC sport must be under 19 years of age on 31st 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 2025

		CARNIVAL DIVISION			
BIRTH YEAR	MONTH	A - D	E - F	G, H & I	J
2007	July - December	U19	U19	U19	U19
2008	Jan - June				
2008	July - December	U17	U19	U19	U19
2009	Jan - June				
2009	July - December	U16	U16	U19	U19
2010	Jan-June				
2010	July - December	U15	U15	U15	U19
2011	January - June				
2011	July - December	U14	U14	U14	U14
2012	January - June				
2012	July - December	U13	U13	U13	U13
2013	January - June				

SAFETY AND EVACUATION PROCEDURES

These are 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.

This document links the emergency response procedure of Perth HPC (formerly HBF Stadium) with the requirements of the ACC and aims to ensure that 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 it will be announced over the Public Address System and staff will be instructed to assist in the orderly movement of all students out of the grandstands 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 CONTACTS AND NUMBERS

ACC STAFF & OFFICIALS

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
Perth HPC	Jayden Downes	9300 7124

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.