



SWIMMING CARNIVALS

PERTH HPC Monday 16 to Friday 27 March 2026

OPERATIONS MANUAL (V1)

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AIM

It is the aim of **ACC SPORT 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 **World Aquatics** 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 if 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 **World Aquatics** 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 ACC 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-F division carnivals, or a designated lane in the 50m outdoor pool for G-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 3 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 manual 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 ACC 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.

School Equipment

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.

Event Suspension and/or Cancellation

In the event that the program is suspended due to adverse weather, a serious injury, or another critical incident, the following procedures will apply:

- A meeting of School Heads of Sport/Sport Coordinators and the ACC Director of Sport will be convened to discuss available options and agree on a course of action.
- The meeting will be conducted in a private room to minimise disruption, and the status of affected events will be reviewed.
- ACC staff will be consulted and may attend the meeting as required.
- Meet Manager (Chris McMillan) and the Chief Swimming WA Official may be consulted for advice and input.
- Each school is to be represented by **one (1)** nominated representative only. This should be the Head of Sport/Sports Coordinator.
- Once a decision has been confirmed, the ACC Director of Sport (or nominee) will communicate the outcome to all schools, venue staff and officials as soon as practicable, and arrangements will be made for announcements to spectators and competitors. NOTE: Any updates will be sent via Text Message to Heads of Sport/Sport Coordinators and communicated by the commentator/announcer.

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 division carnival programs** has **124 events**. The events are as follows for both genders

	U13	U14	U15	U16	U17	U19
100 m Freestyle	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1
50 m Freestyle	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Breaststroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Butterfly	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1
Medley Relay	Junior Div 1			Senior Div 1		
Freestyle Relay	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2

The **B division carnival program** has **124 events**. (NOTE: Div 2 Freestyle Relay removed/Div 3 50m Freestyle added)

	U13	U14	U15	U16	U17	U19
100 m Freestyle	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1
50 m Freestyle	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3
50 m Breaststroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Butterfly	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1
Medley Relay	Junior Div 1			Senior Div 1		
Freestyle Relay	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1

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 1	Div 1	Div 1
50 m Freestyle	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Breaststroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2
50 m Butterfly	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1
Medley Relay	Junior Div 1			Senior Div 1		
Freestyle Relay	Div 1	Div 1	Div 1	Div 1	Div 1	Div 1

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 1		Div 1
50 m Freestyle	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3	Div 1 & 2		Div 1 & 2
50 m Breaststroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2		Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2	Div 1 & 2	Div 1 & 2		Div 1 & 2
50 m Butterfly	Div 1	Div 1	Div 1	Div 1		Div 1
Medley Relay	UR Div 1					
Freestyle Relay	Div 1	Div 1	Div 1	Div 1		Div 1

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 1					
50 m Freestyle	Div 1, 2 & 3	Div 1, 2 & 3	Div 1, 2 & 3			Div 1, 2 & 3
50 m Breaststroke	Div 1 & 2	Div 1 & 2	Div 1 & 2			Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2	Div 1 & 2			Div 1 & 2
50 m Butterfly	Div 1	Div 1	Div 1			Div 1
Medley Relay	Open Div 1					
Freestyle Relay	Div 1	Div 1	Div 1			Div 1

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 1					
50 m Freestyle	Div 1, 2 & 3	Div 1, 2 & 3				Div 1, 2 & 3
50 m Breaststroke	Div 1 & 2	Div 1 & 2				Div 1 & 2
50 m Backstroke	Div 1 & 2	Div 1 & 2				Div 1 & 2
50 m Butterfly	Div 1	Div 1				Div 1
Medley Relay	Open Div 1					
Freestyle Relay	Div 1	Div 1				Div 1

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

Points Allocations and Scoring

Carnival Divisions	Event Divisions	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
all	Div 2	12	11	10	9	8	7	6	5		
all	Div 2 & 3	8	7	6	5	4	3	2	1		
all	Relays Div 1	24	22	20	18	16	14	12	10		
A	Relays Div 2	16	14	12	10	8	6	4	2		

- All Div 3 events score the same points as Div 2 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 Perth HPC 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.

Competition Rules

ACC swimming carnivals are conducted using Swimming WA Officials under **World Aquatics** rules, except if stated otherwise in this Charter. **World Aquatics** swimming rules are available from the **World Aquatics** website at <https://www.worldaquatics.com/swimming/rules>

One Start Rule

The **World Aquatics “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 **World Aquatics** 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 **World Aquatics** 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 **World Aquatics** rules.

C - J Division Carnivals

- The **World Aquatics** “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 official's 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.

Stroke order of the Medley relays:

Swimmer 1 - Backstroke | Swimmer 2 - Breaststroke | Swimmer 3 - Butterfly | Swimmer 4 - Freestyle

4 x 50m Relays

The 4 x 50m freestyle relay events are limited to one division in each gender and age groups in the B, 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 deciding 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 **World Aquatics** 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 **World Aquatics** 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 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

2026		CARNIVAL DIVISION			
BIRTH YEAR	MONTH	A - D	E - F	G, H & I	J
2008	July - December	U19	U19	U19	U19
2009	Jan - June				
2009	July - December	U17	U19	U19	U19
2010	Jan - June				
2010	July - December	U16	U16	U19	U19
2011	Jan-June				
2011	July - December	U15	U15	U15	U19
2012	January - June				
2012	July - December	U14	U14	U14	U14
2013	January - June				
2013	July - December	U13	U13	U13	U13
2014	January - June				

Multi Class Competitors

Athletes with disabilities may compete in swimming events as either Multi Class (MC) or Inclusive (INC) competitors. An athlete is considered Multi Class if they hold either a provisional classification (issued by Swimming WA upon submission of the required documentation), or a formal classification (following assessment by Swimming WA).

Inclusive (non-classified) athletes may also compete; however, staff are reminded that the swimming carnivals are competitive and all athletes must be capable of swimming 50 metres without stopping.

Multi Class and Inclusive athletes are nominated in the same way as age group competitors. Swimmers can only compete in one event of each stroke and distance. All Multi Class athletes will be cross checked on the [National Classification Master List](#).

Multi Class athletes can be nominated to compete as an age group competitor for their school. When this happens, a Multi Class Point Score (MCPS) will still be calculated (and recorded) based on their performance in the event, and they will earn points for their school. However, if an athlete competes as an age group competitor in an event for their school, they cannot also compete in the same event again, as a Multi Class entry. Since the event details and distances are identical, this rule ensures athletes do not get two opportunities to post a performance in the same event.

Multi Class racing allows swimmers with different types and levels of disability to compete in the same race. Athletes from various classifications swim together within the same age group event, but results are not determined by finishing order alone. Each swimmer’s performance is compared to the world record for their specific classification, and a Multi Class Point Score (MCPS – long course) is calculated. Placings are then determined by the highest MCPS, ensuring fair competition across different classifications by recognizing performance relative to each athlete’s classification.

Only participants with a classification will be able to break and set ACC records. Across all ten (10) divisional carnivals, for each event and age group, the one (1) classified athlete with the highest MCPS score, will also qualify for All Stars Team selection.

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

Classification Process

Students who wish to progress their swimming pathway to higher level competitions such as club swimming or national events are encouraged to apply for a Multi Class classification.

The classification process differs depending on the type of disability. Athletes are required to submit medical documentation to the relevant Disability Sporting Organisation to confirm they have an eligible impairment for classification. This allows the athlete to receive a provisional classification and then undertake a face-to-face evaluation. Once confirmed, the athlete is assigned a classification made up of a prefix and a number, where the prefix identifies the stroke and the number represents the sport class.

Stroke		Sport Classes	
S	Freestyle, Butterfly and Backstroke events	1 – 10	Physical impairments
SB	Breaststroke	11-13	Visual impairments
SM	Individual medley	14	Intellectual impairments
		15	Hearing impairment
		16	Transplant recipients
		17	Transition classification
		18	Significant other impairment
		19	High functioning Autism

NOTE: An athlete can be classified with different sport classes, i.e., S6 and SB5 can apply to one person depending on their disability.

Physical Impairment Classification

There are two pathways for physical impairment classification:

Provisional Classification

This classification allows students to compete at school and club level. To obtain a provisional classification, students must complete Sections 1–4 of the Provisional Evaluation Kit and submit it with a report or letter from a medical doctor confirming the student's diagnosed medical condition.

National Classification

This classification enables athletes to compete at national-level competitions. National classifications are conducted by accredited medical and technical classifiers and are held quarterly in Western Australia.

For a copy of the Provisional Evaluation Kit or information about upcoming national classification sessions in Perth, please contact: classification@wa.swimming.org.au

Vision Impairment Classification

Vision impairment classification is completed through the Australian Paralympic Committee (APC). Individuals must provide medical documentation from their ophthalmologist before applying for classification. For further details, please refer to the following online classification link: [Vision Impairment Classification](#)

Intellectual Impairment Classification

This classification is managed by **Sport Inclusion Australia (SIA)**. Students who already have eligibility for other sports in this category can provide their existing SIA number. Further information: [Sport Inclusion Australia – Eligibility Overview](#) and [Athlete Registration & National Eligibility Application form](#)

Hearing Impairment Classification

This classification is completed through **Deaf Sports Australia (DSA)**. After processing, applicants will receive a classification letter confirming their eligibility status. Apply or learn more: [Deaf Sports Australia - Classification](#)

Transplant Classification

This classification is completed via **Transplant Australia**. Students must have the required form completed by their transplant physician and submit it to Transplant Australia. Form and details: [Transplant Australia – Multi Class Sports](#)

Further Information

For additional details on multi-class swimming, visit: [Swimming WA – Para Swimming](#) or contact classification@wa.swimming.org.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.

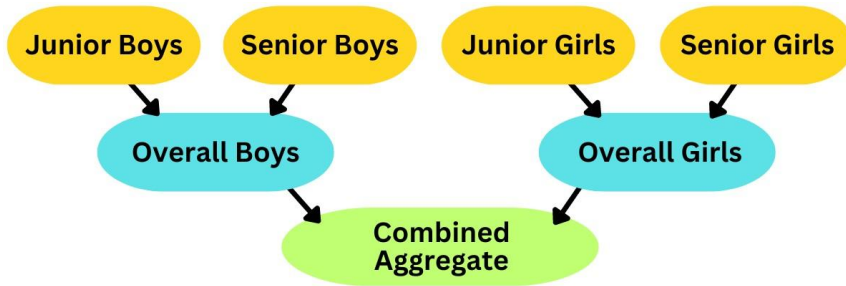
If a competitor elects to compete in an age group above his or her qualifying age group, and that competitor betters or equals the record time in that higher age group, the new time shall be ratified as a record or shared record, in that higher age group.

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 *Swimming Officials Handbook* containing officials' key information and duty descriptions. See: <https://www.accsport.asn.au/carnivals/swimming/officials-info> . Schools can also refer to relevant documents in the appendices listed in this document.

Officials Nominations

Officials nominations must be submitted to the ACC by **26th February 2026**. Nominations can only be submitted by emailing a completed officials workbook. The workbook will have a different worksheet for each division - please refer to the following instructions for official nominations:

1. Download the *Officials Workbook* from the swimming nominations page on the ACC web site <https://www.accsport.asn.au/carnivals/swimming/nominations>
2. Open the excel file and save it on a local drive or desktop of your computer.
3. Click on the **SCHOOLS** tab, to review and confirm the carnival(s) you required to provide officials for
NOTE : metropolitan schools in higher divisions, are required to support smaller and country schools in other divisions
4. Click on the relevant carnival division tab (bottom of sheet) your school is competing in. This will take you to your school's nomination spreadsheet.
5. 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.
NOTE : the ACC does not require student assistant names
6. 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 cherie.pirnie@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. Below is an example of the *Officials Workbook* (excerpt only). The highlighted columns (full name and WWC check) must be completed where indicated for your school.

OFFICIAL	# STUDENT ASSISTANTS	OFFICIALS HANDBOOK PAGE REFERENCE	SCHOOLS	FULL NAME	WWCC	SIGN IN	TIME
Chief Timekeeper	1	19.7 27, 28	CBC Fremantle	John Smith	P		
Results Ratifier		20.1 23, 19.3.1	CBC Fremantle	Jackie White	P		
Chief Marshall	1	19.4 23	All Saints				
Marshall No. 2	1	19.4 23	John XXIII				

Officials' Information and Duty Description

Refer to the ACC web site for important information for all official positions at <https://www.accsport.asn.au/carnivals/swimming/officials-info> and download the [Official's 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 a **YES** on the nomination form to confirm the person has a valid Working with Children Card, 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 card, 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, D & E are required to provide officials for the C, 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 **2026**, 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 official's nomination spreadsheet.

Vocational Education and 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.

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 assistants

Student assistants are needed to support some official roles. The number required is listed in the *Officials Workbook* under “# Student Assistants”. Schools are responsible for organising student assistants for allocated 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 assistants will be provided by the schools attending the lower division carnivals.

Metro schools of ALL DIVISIONAL CARNIVALS are to provide x1 extra student assistant, in addition to normal allocation, to be called upon by ACC Carnival Manager should they be required.

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, 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*

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)*

ALL timekeeper officials must report to the Chief Timekeeper at the finish end of the pool, after the Officials briefing, prior to the carnival start time.

NOTE : timekeeper officials are allocated to lanes per the *Officials Workbook* and WILL NOT time keep their own school's lane.

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:

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

Officials are required to attend the officials briefing and then report to their Chief Official who will provide further information. This procedure assists in ensuring 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 provided refreshments ONLY during their duty at no individual cost. Refreshments include cold drinks, tea, coffee and biscuits for adult officials and student assistants.

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:

- Publishing carnival divisional allocations (with relevant promotions/relegations) and dates.
- Update the ACC Swimming Operations Manual
- Distribute all relevant carnival information.
- Allocate seating and lanes.
- Book first aid officers for all carnivals.
- Ensure swimming shields are returned and prepared.
- Event Equipment management and repairs.
- Receive notifications for nominated swimming uniforms.
- Prepare a media report at the conclusion of each carnival.
- Convene a disputes committee meeting if necessary.

Results Manager

The Results Manager is responsible for the overall management of carnival results. The Results Manager will:

- Update swimming records
- Ensure carnival results management procedures are in place
- Liaise with schools regarding competitor nominations

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.
- 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:

- Allocate officials according to apportioned requirements.
- 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.
- Ensure venue hospitality is in place.
- Liaise with the rostered hospitality school.

Catering

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

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 hospitality distribution service. The hospitality role 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.

Hospitality Roster

A DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	St Stephen's Duncraig	N/A	Sacred Heart	Mandurah CC	CBC Fremantle	Corpus	Newman	Mercedes	John XXIII	Chisholm

B DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	St Brigid's	N/A	Kolbe	Prendiville	Peter Moyes	Mandurah CC	Mazenod	Ursula Frayne	Lake Joondalup	St Stephen's Duncraig

C DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Kennedy BC	N/A	John Septimus	Mandurah BC	Frederick Irwin	Ursula Frayne	Kennedy BC	John Septimus Roe	Mandurah BC	Frederick Irwin

D DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Servite	N/A	Emmanuel CC	St George's AGS	Swan Christian	St Norbert	La Salle	Kingsway Christian	Emmanuel CC	Lumen Christi

E DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Mater Dei	N/A	Carey - H	Seton	Lumen Christi	Servite	Irene McCormack	Swan Valley	St Stephen's Carramar	Mater Dei

F DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Providence	N/A	Quinns	Helena	Living Waters	Peter Carnley	Tranby	Mercy	Providence	Quinns

G DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Aranmore	N/A	Austin Cove	Rehoboth	John Wollaston	Holy Cross	Aranmore	Austin Cove	Rehoboth	John Wollaston

H DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Court Grammar	N/A	St Andrew's	Mundaring	Court Grammar	St John Bosco	St Andrew's	Mundaring	South Coast Baptist	Court Grammar

I DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	Ellenbrook	N/A	The King's College	Carey Baptist - F	Foundation	Fremantle Christian	Ellenbrook	The King's	Alkimos	Ellenbrook

J DIV	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	International School	N/A	Alkimos	Heritage	Immaculate Heart	Salvado	Southern Hills CC	International School	Carey - F	Heritage

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

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

The hospitality school will also act as the host school and their Principal will be the Presenter of Awards. The exception to this will be for the division in which the ACC Executive President's school is competing, the ACC Executive President will serve as the Presenter of Awards for that division (as detailed in the *Swim Officials Workbook*).

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.
- 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 allocated lane. **Within the main pool, swimmers are only to EXIT to the side of the pool, NOT over the timing panels. In the dive pool (INDOOR carnivals) competitors are to enter / exit the pool on the permanent stand side ONLY.**
- Competitors can warm up in the main pool (per allocated lane) 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.
NOTE: B Division will be trialing a designated time schedule as per below.

ACC B DIVISION WARM UP TIMETABLE (Main Pool)		
TIME ALLOCATION	LANES 1-4	LANES 5-8
8:00am - 8:10am	St Stephen's Duncraig	All Saints
8:12am - 8.22am	Peter Moyes	St Mark's
8:24am - 8:34am	Kennedy	Guildford
8:36am - 8:46am	Mandurah Catholic	Nagle

- 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 3](#) for your school's allocated warm-up lane and times.

Marshalling Protocols

Marshalling will not be broadcast by the poolside announcer therefore the onus is on school's Sports staff to ensure swimmers are marshalled in a timely fashion.

- 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.
 - Once school sport staff have provided marshaling instructions, swimmer(s) are to 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, competitor number and division of event with the Marshall.
 - As a group, and under the guidance of a official's assistants, move to the start area for that event via the prescribed path.
- Competitors in the relay events are to follow the marshalling instructions as described below:
 - School staff are to take relay teams to the general marshalling area one age group at a time.
 - Marshalls will allocate teams to their relevant lanes as indicated by school signs.
 - The official's assistant takes each group of swimmers to their relevant change over ends.
 - Marshals are not required to check each competitor's name on the relay list, only that each school has a full relay team.
- On the completion of an event, competitors must remain in the water in their lane. In relays, the 1st, 2nd and 3rd relay leg swimmers must exit the pool immediately once all swimmers from their leg have finished.
- Once directed to exit the water, competitors are to move back to their designated school competitor areas or 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 into 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 once student data from all schools within a carnival has been uploaded. Schools will be able to export a student list with competitor numbers from the nomination form for their perusal.

NB:

1. *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.*
2. *If your list includes a second name in the exported entries, please remove this so there is only a first name and a surname.*

The due date for school student data to be uploaded to the online nomination form is **Monday 23 February**.

Team Nominations

Once student data has been uploaded to the online nomination form, schools are to begin allocating 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.

Entries from the online team nomination forms will be transferred to the Perth HPC system by the due date listed in the table below. Regardless of this due date, schools can continue to make changes up until the morning of their carnival day. A final upload will be completed before the start of the carnival.

DIV	Event Date	Perth HPC Data Transfer Due Date
J	16 Mar 2026	12 Mar 2026
I	17 Mar 2026	13 Mar 2026
H	18 Mar 2026	16 Mar 2026
G	19 Mar 2026	17 Mar 2026
F	20 Mar 2026	18 Mar 2026
D	23 Mar 2026	20 Mar 2026
C	24 Mar 2026	19 Mar 2026
A	25 Mar 2026	23 Mar 2026
B	26 Mar 2026	24 Mar 2026
E	27 Mar 2026	23 Mar 2026

[Online Nomination Form Instructions](#)

ENTERING

- Schools use their unique link to open the form.
- There are three tabs provided at the top of the form.
 1. The first “**Nominations**” tab/sheet is for entering competitors into carnival events (including Multi Class). Schools must have their competitor entries completed before the entry close date listed in the table above.
 2. The second “**Athletes**” tab/sheet is for student information. It is the sheet that provides the link for schools to upload their student data file. Students can be added, deleted or corrected once their file has uploaded successfully.
 3. The third “**Help**” tab/sheet is available to help solve frequently asked questions about common errors that occur with student data, birthdates, etc.
- If you have a Multi Class or Inclusive competitor, please search for the student in the field provided on the “Athletes” tab 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 including relays; however, it is not compulsory to enter the relay order. If schools wish to have their relay order accurate, they must report to the results room immediately after the race. Split relay times will not be displayed in the results.
- Start typing a 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 are not required to notify the results room staff of competitor changes throughout the carnival. Any changes after the start of the carnival 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: **Monday 23 February**.
- 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 should be above the knuckles.
- Print numbers clearly.
- If your swimmer does not have a competitor number, please come into the results room so a number can be officially allocated.



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). See Competition Rules for information regarding the [one start rule](#).
- 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 **Division A** carnival, 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 Perth HPC 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 Perth HPC in **2026** are:

School students (competitors/spectators) = **\$4.90**

Parents and friends (spectators) = **\$2.90**

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.

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-F Division Carnivals

A to F carnival divisions: Seating allocations have now been set based on school's 2025 team sizes. Should your team size have changed in a material way in 2026, please contact ACC Director of Sport no later than 2 weeks prior to the carnival.

Seating Allocation Procedures: G-J Division Carnivals

G to J carnival divisions: Schools are allocated approx. 50m² on the concrete seating steps under the shade sails on the eastern side. Schools are to ensure that they seat students only in their allocated area. If they anticipate they will need more space to accommodate their team, schools can also bring their own small shade marquee and set this up on the grass behind their allocated area. **The school's allocated seating block will correspond with the lane number in which they are competing. EG The school competing in Lane 4 would also be seated in the block marked 4.**

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.

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. 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.

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.

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 Perth HPC 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 Perth HPC's main car park and drop the students off at the back/eastern side of Perth HPC 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 Perth HPC car park and access the Aquatic Centre via the front/main entrance (off Stephenson Ave).

Bus Parking

Smaller coaster buses [≤30 seats] may park in carpark 2 at the front of Perth HPC if they need to stay for the duration of the event. Small buses/mini vans [≤20 seats] that can fit in a standard car bay may park in the main Perth HPC 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 Perth HPC. 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 Perth HPC.

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 Perth HPC’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:

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

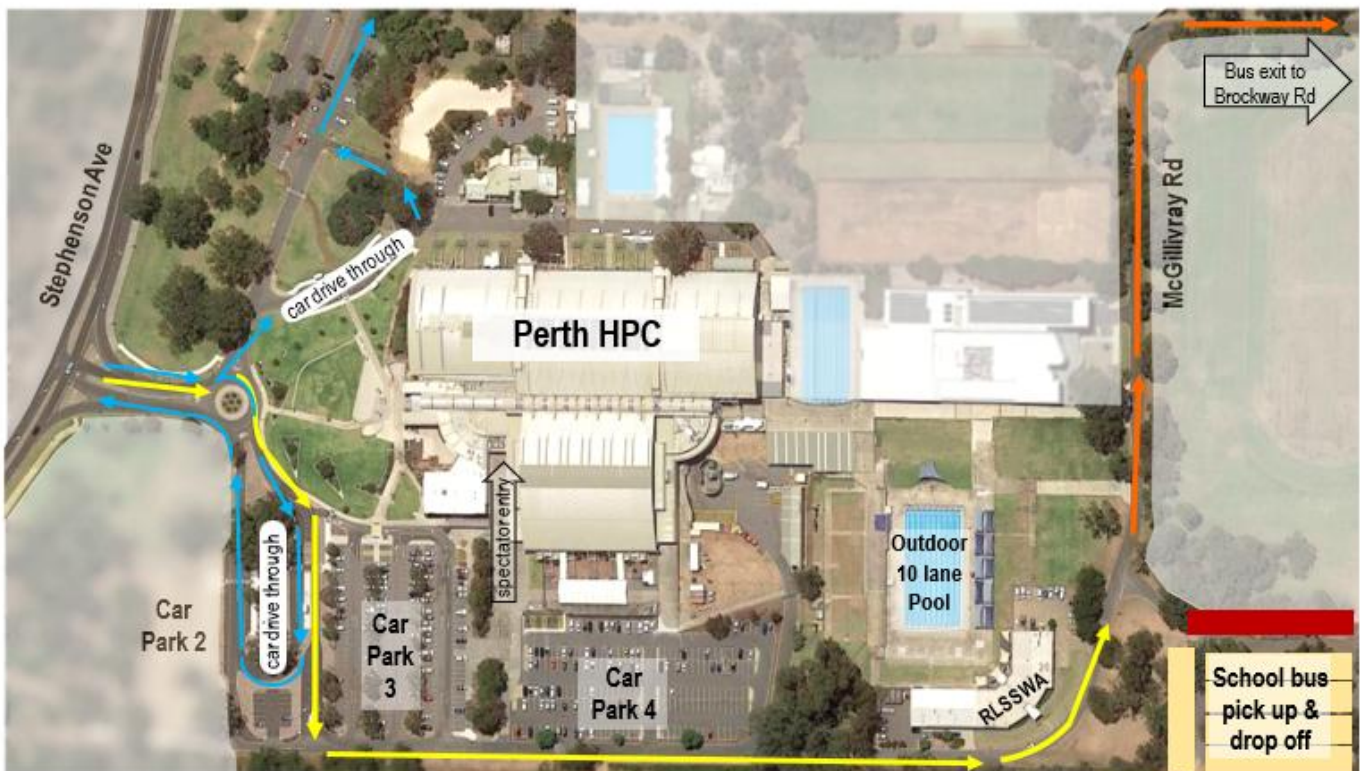
Country schools will be given priority exit. Outer metro schools can be given priority exit on special request to the Carnival Manager.

An official will be on hand to direct students to cross McGillivray Road and proceed to their buses.

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. 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 Perth HPC 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.

Map 1: Perth High Performance Centre (HPC) – 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

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.

Perth HPC 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.

Perth HPC 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 Perth HPC 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 2026 will be filmed 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 <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 Perth HPC, 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 hospitality 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. **A calendar invitation will be sent to each of the respective Principal's, by the ACC Official's Manager, providing all the information they require.**

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 Spectator & 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.

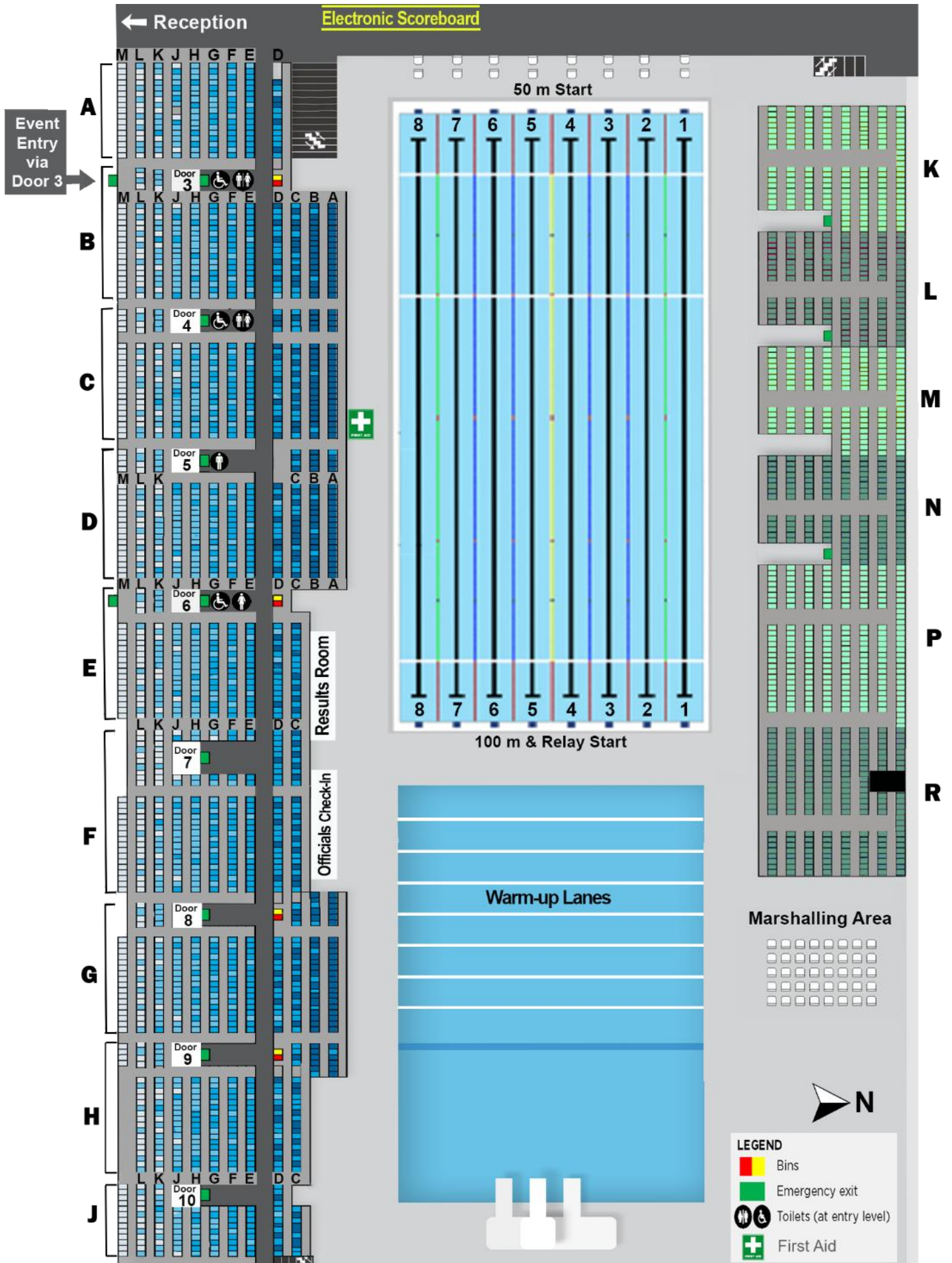
Temporary Stand Capacity (Competitors Only)

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

Seating Allocations (A-F 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 1: indoor pool layout](#)). Seating allocations have now been set based on school's 2025 team sizes. Should your team size have changed in a material way in 2026, please contact ACC Director of Sport no later than 2-weeks prior to the carnival. **Specific school allocated seating maps will be included in the event booklets ahead of the carnival series.**

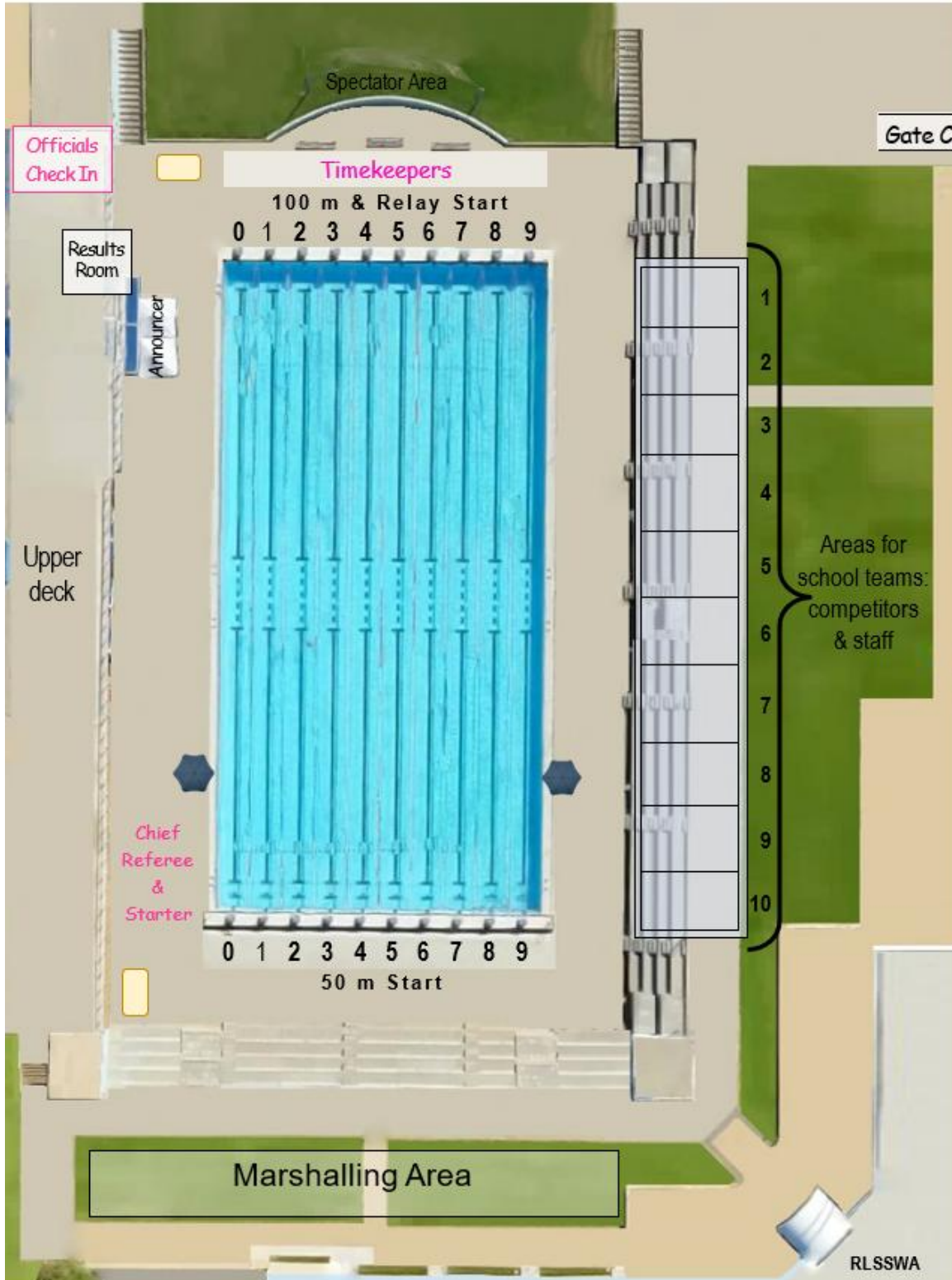
Map 1: Indoor Pool Layout



Appx 2 Spectator and Competitor Seating | Outdoor Pool

- Schools are allocated to seating areas corresponding to the lane number in which they are competing.
- 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 2: Outdoor 10 Lane Pool Layout](#)).

Map 2: Outdoor 10 Lane Pool Layout



Appx 3 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.

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.	
<i>CBC/Mazenod</i>	<i>8:20 a.m. – 8:40 a.m.</i>	<i>8:00 a.m. – 8:30 a.m.</i>	
<i>Mercedes/St Brigid's</i>	<i>8:00 a.m. – 8:20 a.m.</i>	<i>8:30 a.m. – 9:00 a.m.</i>	
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 2026

The annual rotation is from lane 1 to lane 2, lane 2 to 3, lane 3 to 4, etc., factoring in promotions and relegations.

NOTE: For schools competing in the outdoor pool carnivals (G, H, I & J Divisions), your seating bay matches the lane in which you are competing. That is, School A has been allocated lane 4, they will also be allocated seating bay 4.

Competition / Warmup Lane	A Division	CODE	Competition / Warmup Lane	B Division	CODE
1	Mercedes/CBC Fremantle	MER/CBC	1	St Stephen's Duncraig	SSD
2	St Brigid's/Mazenod	SBC/MAZ	2	Peter Moyes	PMA
3	Sacred Heart	SHC	3	Nagle	NAG
4	Chisholm	CHI	4	All Saints	ASC
5	John XXIII	JTC	5	Mandurah Catholic Grammar	MCC
6	Kolbe	KOL	6	St Mark's	SMK
7	Newman	NEW	7	Kennedy	KBC
8	Corpus Christi	COR	8	Guildford	GUI
Lane	C Division	CODE	Lane	D Division	CODE
1	Emmanuel Catholic	ECC	1	Mandurah Baptist	MBC
2	St George's	STG	2	St Norbert	SNC
3	Frederick Irwin	FIA	3	Georgiana Molloy	GMA
4	Lake Joondalup	LJB	4	Swan Christian	SWA
5	Prendville	PRE	5	Seton College	SET
6	St Mary MacKillop	MAK	6	John Septimus Roe	JSR
7	Ursula Frayne	UFC	7	Kingsway	KCC
8	Bunbury Grammar	BCG	8	Mater Dei	MDC
Lane	E Division	CODE	Lane	F Division	CODE
1	Geraldton Grammar	GGG	1	Lumen Christi	LCC
2	Tranby	TRA	2	Helena College	HEL
3	St James STJ	STJ	3	South Coast Baptist	SCB
4	Carey (Harrisdale)	CRY	4	Peter Carnley ACS	PCA
5	Servite	SER	5	Swan Valley ACS	SVA
6	La Salle	LSC	6	Irene McCormack	IMC
7	John Paul College	JPC	7	Providence	PCC
8	St Stephen's, Carramar	SSC	8	Rehoboth	RCC
Lane	G Division	CODE	Lane	H Division	CODE
1	Holy Cross	HCC	1	St John Bosco	SJB
2	John Wollaston	JWS	2	Aranmore	ARA
3	St Joseph's Northam	SJN	3	Mercy	MCY
4	Mother Teresa	MTC	4	Geraldton Christian College	GCC
5	Grace Christian	GCS	5	Court Grammar	CGS
6	Living Waters	LWL	6	Carey Forrestdale	CRF
7	Quinns	QBC	7	Southern Hills	SCC
			8	Austin Cove	ACB
Lane	I Division	CODE	Lane	J Division	CODE
1	St Andrew's	SAG	1	Heritage	HCP
2	Cornerstone	CCS	2	Hillside Christian	HIL
3	Fremantle Christian	FRE	3	Salvado	SAL
4	Foundation Christian	FCC	4	Immaculate Heart	IHC
5	King's College	TKC	5	Atlantis Beach Baptist	ABB
6	Mundaring Christian	MUN	6	Alkimos	AKB
7	Esperance ACS	EAS	7	Carmel	CAR
8	Ellenbrook	ELL	8	International School	IWA
			9	Northshore Christian	TBA

Appx 4 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 5 Safety & 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
Jodie Scheele	Results Manager	0403 905 552
Cherie Pirnie	Officials Manager	0447 502 248
Trent Sharpe	Carnival Support	0408 958 415
Rebecca Abé	Carnival Support	0408 905 770
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.