

Queensland School Sport



**13-19 years Swimming
Competition Procedures**

Updated 18/03/2019



QUEENSLAND GOVERNMENT

Contents

1	Queensland School Sport Internal Structures	1
1.1	Sport Specific Committees and Advisory Groups	1
1.2	Registration of New Sports	1
1.3	Alternative Procedures Enabling Participation at a School Sport Australia Competition.....	1
1.4	De-registration of Sports	1
1.5	Sport Specific Committee Reports	1
1.6	State Sport Committee Finances	1
2	Approval of Competitions	1
3	Competition Programs.....	1
3.1	State Championships (Inter-regional Competition).....	1
3.2	State Championship Competition Rules	4
3.3	School Based Competitions	5
3.4	Sponsorship	5
4	Access to State Championships.....	6
4.1	Eligibility	6
4.2	Schools of Excellence	6
4.3	Guidelines for Gender Equity in Sport	6
5	Conduct of State Championships.....	6
5.1	Championship Host.....	6
5.2	Participation.....	6
5.3	Finance.....	6
5.4	Accommodation Framework	6
5.5	Event Officials	6
5.6	Complaints Management	6
5.7	Meetings.....	7
5.8	Health and Safety.....	7
5.9	Excursions and Functions	7
5.10	State Team Selections	7
5.11	Host Report	7
5.12	Travel Subsidy.....	7
5.13	Requests for Access to Students	7
5.14	Loss or Damage of Equipment at State Championships	7
5.15	Photography	7
5.16	Trophies and Presentations	7
5.17	Areas of Responsibility.....	8
5.18	Minimum Venue Standards.....	8
5.19	Regional Delegates Role	8
6	Queensland Teams.....	8
6.1	State Team Selection Policies	8
6.2	Selection Policy Guidelines	8
6.3	Participation at National Events	10
6.4	Appointment of Team Officials.....	10
6.5	Uniforms	10
6.6	Travel Policy.....	10
6.7	Queensland Team Preparation	10

6.8	Risk Management	10
6.9	Guidelines for Interstate Exchanges/Non School Sport Australia Events	10
6.10	International Tours	10
6.11	Costs	10
7	Accommodation framework	10
8	Codes of Conduct.....	10
8.1	Team Members, Parents and Spectators	10
8.2	Team Officials	10
9	Team Officials – Duty of Supervision.....	10
10	Procedures for the Investigation and Recording of Misconduct	11

This document **must** be read in conjunction with the
QSSMG Competition Procedures.

1 Queensland School Sport Internal Structures

1.1 Sport Specific Committees and Advisory Groups

The Queensland School Sport (QSS) 13-19 years Swimming sports specific committee follows:

- Queensland School Sport Management Group (QSSMG) Competition Procedures.
- Queensland School Sport 13-19 years Swimming Competition Procedures

QSS 13-19 years Swimming Competition Procedures and QSSMG Competition Procedures must be read in conjunction with one another.

1.2 Registration of New Sports

1.3 Alternative Procedures Enabling Participation at a School Sport Australia Competition

1.4 De-registration of Sports

1.5 Sport Specific Committee Reports

1.6 State Sport Committee Finances

2 Approval of Competitions

3 Competition Programs

3.1 State Championships (Inter-regional Competition)

3.1.1 Nominations

3.1.1.1 Each competing region may nominate the following number of automatic multi class and able-bodied students where the event is offered in the program:

3.1.1.1.1 In all 50m freestyle events, a maximum of four swimmers.

3.1.1.1.2 In all 800m and 1500m freestyle events, a maximum of one swimmer in each of the age divisions of 15 years and under and 16 years and over.

3.1.1.1.3 In all other individual events, a maximum of two swimmers in each individual age group as described in Section 5.2.

3.1.1.1.4 In all relay events, a maximum of one team.

3.1.1.2 A region will be allowed to exceed the number of nominations in sections 3.1.1.1.1, 3.1.1.1.2 and 3.1.1.1.3 above, provided that all competitors for that event have, in the current season (e.g. from 1 July of the year prior to

the State Championships), swum a time which would have equalled or been faster than the qualifying time. However, the following limits apply:

- 3.1.1.3 In all 50m freestyle events, no more than six nominations in total per age group.
- 3.1.1.4 In all 800m and 1500m freestyle events no more than three nominations in total across 13-19 years.
- 3.1.1.5 In all other individual events, no more than four nominations in total per age group.
- 3.1.1.6 Strict time limits will apply for all swimmers competing in the 800m and 1500m freestyle. Once swimmers have exceeded the times outlined below, they may be asked to leave the water immediately.

	800m Freestyle	1500m Freestyle
Men	11 minutes	20 minutes
Women	12 minutes	22 minutes

- 3.1.1.7 Students are to compete in only those events for which their age makes them eligible.
 - 3.1.1.8 Students are to compete in no more than nine individual events.
 - 3.1.1.9 Students are to be nominated using their region as their team name.
- 3.1.2 Events for students with a disability
- 3.1.2.1 All events for multi class students will be conducted as multi class events.
 - 3.1.2.2 Conditions of competition for multiclass swimmers will be the same as for all other swimmers.
 - 3.1.2.3 Nominations for swimmers competing in a multi class event are to be submitted on the meet manager/team manager nomination file supplied to the region. Do not include the swimmers' classifications on the nomination file as has been the case in the past.
 - 3.1.2.4 The disability classification for each event must be submitted on the nomination form supplied. All multiclass swimmers must obtain an official classification card.
 - 3.1.2.5 A copy of the classification card and nomination form must be emailed to the championship convenor by the due date.
 - 3.1.2.6 Multi class carers that require pool deck access can apply for an accreditation pass as per coaches described in Section 3.1.10.
- 3.1.3 Closure of nominations
- 3.1.3.1 All nominations must be received by the championship convenor by the due date.

Please note that changes made after the due date may not appear in the official program.
 - 3.1.3.2 The nominations must be forwarded by e-mail to the championship convenor via the meet entries file from team manager or the meet manager backup file.

3.1.4 Withdrawals and substitutions

3.1.4.1 The committee would appreciate early notification of withdrawal from events prior to the championship. This may be done by e-mail to the championship convenor by the due date.

3.1.4.2 A region may substitute another eligible swimmer for a swimmer listed in the program. A substitution form, available at the pre-competition meeting, must be completed and signed by the regional team manager, and countersigned by the meet director before the end of the first session of competition.

Please note that no other substitutions can be made after this time.

3.1.5 Dates

The dates for the QSS 13-19 years swimming championships will be during term one each year.

3.1.6 Starting times

The following sessions will apply for the Championships:

Day 1:	Session 1	8:30am (warm-up from 7:30am)
	Session 2	not before 12:00pm
Day 2:	Session 3	8:30am (warm-up from 7:30am)
	Session 4	not before 12:00pm
Day 3:	Session 5	8:30am (warm-up from 7:30am)

3.1.7 Warm ups

The main pool and warm-up pool are available for warm-ups each morning. If time permits, the main pool may be available for warm-ups during the lunch session. All students must be supervised by either their coach or a member of their team management.

3.1.8 Warm downs

3.1.8.1 Warm downs shall be permitted in the warm-up pool.

3.1.8.2 A lane in the warm-up pool will be reserved for swimmers waiting for medal presentations.

3.1.8.3 Swimmers should return to their designated team area after their warm down is completed unless required for medal presentations.

3.1.9 Entry to pool deck

3.1.9.1 Pool deck entry shall be limited to swimmers that have been called for their event.

3.1.9.2 Bags will not be permitted onto the pool deck.

3.1.9.3 Swimmers should limit the amount of apparel that they take to the marshal room/pool deck.

3.1.9.4 Wheel-chaired multi class swimmers who need access to the pool deck shall be permitted full access to the pool deck.

3.1.9.5 Team managers should organise team members before they access the pool deck.

3.1.10 Coach accreditation/pool deck entry

3.1.10.1 Swimmers must apply through their regional team management for access to the pool deck for their swimming coach or multi class carer.

3.1.10.2 It is the responsibility of regions to manage the application process of coaches from their region.

3.1.10.3 Applicants must have a current Blue Card.

3.1.10.4 All coaches must agree to and sign the “code of conduct”.

3.1.10.5 Coach’s passes must be worn at all times.

3.1.10.6 Regions are required to provide a list of approved applicants to the championship convenor by the due date.

3.1.10.7 All passes required by regions will be provided by the organising committee.

3.1.11 Marshall area

3.1.11.1 All competitors should wait until their event is called before moving to the marshalling.

3.1.11.2 Competitors are not permitted to leave the marshalling area once they have been marshalled.

3.1.11.3 To ensure a clear pool deck, competitors should only bring necessary equipment.

3.2 State Championship Competition Rules

3.2.1 Rules

The competition will be conducted under the current F.I.N.A Swimming Rules and the current International Paralympic Committee (IPC) Rules except where otherwise stated.

3.2.2 Qualifying standards

Qualifying standards for all swimmers will be reviewed on an annual basis and will accompany these competition conditions.

3.2.3 Swimsuit guidelines

3.2.3.1 All swimwear worn by competitors shall be commercially available products.

3.2.3.2 Swimwear worn by competitors in age group events shall conform to the following design:

- Men’s swimwear is limited to one swimsuit that covers at most the body surface from hips to knee. Swimwear must not extend above the waist or below the knees
- Women’s swimwear is limited to one swimsuit that is of “open back” and “open shoulder” designs that may extend down to the knee. Swimwear must not extend below the knees
- Swimwear must not have a zipper or any type of fastening system

- Suits must be of textile material and must not contain any non-textile material such as polyurethane or neoprene

3.2.4 Finals

- 3.2.4.1 All 50m and 100m able bodied events will be conducted as heats and finals.
- 3.2.4.2 All other events will be conducted as timed finals.
- 3.2.4.3 Withdrawal from finals — any student wishing to withdraw from a final must do so within 30 minutes of the final being posted. Failure to do so may result in the student being withdrawn from their next individual event.

3.2.5 Events — 100m, 200m and 400m

- 3.2.5.1 Heats of all 100m events will be conducted in each of the combined age groups (i.e. 13-14, 15-16 and 17-19) with finals conducted in each individual age group as described in 5.2. Placings, medals and records will be awarded for each individual age group (i.e. 13 years, 14 years, 15 years, 16 years and 17-19 years) as described in 5.2.
- 3.2.5.2 All 200m and 400m events will be conducted as multi-age timed final events (13-19 years) with placings, medals and records awarded for each individual age group (i.e. 13 years, 14 years, 15 years, 16 years and 17-19 years) as described in 5.2.

3.2.6 Medleys

- 3.2.6.1 All medley events comprise four strokes which will be swum in the following order:
- Individual Medley — butterfly, backstroke, breaststroke, freestyle
- Medley relays — backstroke, breaststroke, butterfly, freestyle

3.2.7 Relays

- 3.2.7.1 The names and order of relay swimmers must be provided on the meet manager nomination file.
- 3.2.7.2 Any changes to the swimmers names or order of swimmers can be made on an official relay card available at the pre-competition meeting and the recording area.
- 3.2.7.3 Final confirmation of relay team members is to be submitted to the meet director before the finish of the previous session.
- 3.2.7.4 Relays will be conducted as finals or timed finals only. All relays will be conducted as 4 x 50 metre events.
- 3.2.7.5 Where there are more than 10 teams nominated for an event, two heats will be conducted with the first three place-getters decided by the fastest three times swum over the two heats. No final will be swum.

3.3 School Based Competitions

3.4 Sponsorship

4 Access to State Championships

4.1 Eligibility

4.1.1 Entry requirements

All competitors must be bona fide school students, with a minimum age of 13 years and a maximum age of 19 years by 31 December in the year of competition.

4.2 Schools of Excellence

4.3 Guidelines for Gender Equity in Sport

5 Conduct of State Championships

5.1 Championship Host

The 13-19 years swimming committee will host the championship each year.

5.2 Participation

Individual Age Groups	Combined Age Groups	Multi Class Age Groups
13 years	13-14 years	13-15 years
14 years	15-16 years	16-19 years
15 years	17-19 years	
16 years	Open: 13-19 years	
17-19 years	Multi-Age: 13-19 years	

5.3 Finance

5.3.1 Nomination fees

5.3.1.1 The student nomination fee will be announced in a bulletin to all regions early in the year of the championships.

5.3.1.2 At the completion of the championships, each competing region will be invoiced for the number of students that are officially nominated in the program at the pre-competition meeting.

5.3.1.3 No nomination fee will be charged for relay events.

5.4 Accommodation Framework

5.5 Event Officials

Swimming Queensland technical officials, teacher officials and student officials will be utilised to conduct the championships.

5.6 Complaints Management

5.6.1 Protests and jury of appeal

5.6.1.1 Protests to the referee by a team manager on behalf of a swimmer must be made through the championship convenor.

5.6.1.1.1 Protests must be submitted:

- (a) in writing; and
- (b) within 30 minutes of the posting of the results.

5.6.1.1.2 All protests shall be considered by the referee.

5.6.1.1.3 The team manager may appeal the decision of the referee to a jury of appeal whose decision will be final.

5.6.1.2 The championship convenor shall select the members of the jury of appeal on each occasion when one is required.

5.7 Meetings

5.7.1 The following meetings will be conducted on the afternoon/evening before the Championships:

- Annual general meeting
- Pre-championship meeting

5.7.2 All competing regions must have at least one representative at each of these meetings.

5.8 Health and Safety

5.9 Excursions and Functions

5.10 State Team Selections

5.11 Host Report

5.12 Travel Subsidy

5.13 Requests for Access to Students

5.14 Loss or Damage of Equipment at State Championships

5.15 Photography

5.16 Trophies and Presentations

5.16.1 First, second and third place medallions will be awarded after the final of each event.

5.16.1.1 Medallists should present themselves for presentations suitably attired in regional apparel immediately after the conclusion of their race.

5.16.1.2 Medallists from events that have finals should commence their warm-downs in the lane closest to the main pool.

5.16.1.3 Medallists from timed final events should be alert for the announcement of the placegetters so that they can be presented with their medals without delays. Team managers should assist with the notification to their medallists.

5.16.2 The following championship awards are presented each year:

- Champion region
- Champion Region by percentage
- Female and male swimmer of the meet – able-bodied
- Female and male swimmer of the meet – multi class

5.17 Areas of Responsibility

5.18 Minimum Venue Standards

5.19 Regional Delegates Role

6 Queensland Teams

6.1 State Team Selection Policies

6.1.1 A Queensland team will be selected each year according to School Sport Australia Swimming rules and guidelines and QSS Management Group competition procedures.

6.1.2 All regional team members must complete the State Team Availability Form indicating their availability for selection in the Queensland team. Swimmers must also complete an online Student Availability Form (found on the Qld School Sport website). Regional managers must submit their team's forms to the meet director, in alphabetical order, at the pre-carnival meeting. Regional managers should indicate the names of the students who are not available for selection in the Queensland team at this time.

6.2 Selection Policy Guidelines

6.2.1 The major criterion for selection will be the performance of the swimmer at the Queensland School Sport 13 – 19 Years Swimming Championships. Areas of performance considered will include:

- the placing of the swimmer in individual events (based on time recorded).
- the attitude and behaviour of the swimmer as a member of the team. Swimmers must meet the Queensland School Sport Code of Conduct.

The number of competitors selected for each individual event is based on the School Sport Australia Swimming rules and guidelines.

	50 Free	100 Free	200 Free	400 Free	800 Free	1500 Free	50 Fly	100 Fly	200 Fly	50 Brst	100 Brst	200 Brst	50 Back	100 Back	200 Back	200 IM	400 IM
13 yrs	3	2															
14 yrs	3	2															
Jnr 13-14			2	2			3	2	2	3	2	2	3	2	2	2	2
15 yrs	3	2															
16 yrs	3	2															
Inter 15-16			2	2			3	2	2	3	2	2	3	2	2	2	2
17-19 years	3	2	2	2			3	2	2	3	2	2	3	2	2	2	2
Open					1 boy 1 girl	1 boy 1 girl											

	50 Free	100 Free	200 Free		50 Fly	100 Fly		50 Breast	100 Breast		50 Back	100 Back		150 IM	200 IM
Multi-class 13-15 years	3	3	3		3	3		3	3		3	3		3	3
Multi-class 16-19 years	3	3	3		3	3		3	3		3	3		3	3

Relay selection

- Relays are selected on performance at the State Championships.
- Able body relays will be selected using the fastest time combination.
- Multi-class relays will be selected using the highest multi-class points combination.

6.2.2 Special considerations for an absent competitor must adhere to QSS Management Group Competition Procedures 6.2.2. Times submitted for consideration must be from a sanctioned Swimming Australia or Swimming Queensland meet post 1 July of the previous year.

6.2.3 Team size

The team size (if limited) will be determined by the School Sport Australia Swimming rules and guidelines.

6.2.4 Selection Panel

6.2.4.1 The Chairperson of the selection panel will be determined by the Committee Executive and must be one of the team officials travelling with the team.

6.2.4.2 Selectors shall be appointed at the pre-championship meeting conducted at the State Championships.

6.2.5 Selection Process

6.2.6 Announcement of Queensland Team

6.2.6.1 The selectors must submit the final team to the Executive of the Committee for ratification prior to the announcement.

6.2.6.2 The Executive will announce the Queensland team as soon as possible following the conclusion of the State Championships.

6.3 Participation at National Events

6.4 Appointment of Team Officials

In addition to the criteria in the Queensland School Sport Management Group Competition Procedures, the following criteria must be met accordingly:

- The minimum qualification for the QSS 13-19 Years Swimming Coach is a Bronze level qualification.
- The minimum qualification for the QSS 10-19 years tour manager is having 3 years management experience as part of QSS swimming.

6.5 Uniforms

In addition to the uniform standards in the QSSMG Competition procedures, swimwear for both competition and warm-up must meet FINA standards and be a modest one piece design. Preferable colour is to be maroon or dark colour (e.g. black or navy blue). QSS team swimwear will be available for purchase.

6.6 Travel Policy

6.7 Queensland Team Preparation

6.8 Risk Management

6.9 Guidelines for Interstate Exchanges/Non School Sport Australia Events

6.10 International Tours

6.11 Costs

7 Accommodation framework

8 Codes of Conduct

8.1 Team Members, Parents and Spectators

8.2 Team Officials

9 Team Officials – Duty of Supervision

10 Procedures for the Investigation and Recording of Misconduct