Queensland School Sport

13-19 years Swimming Competition Procedures

Updated 31/07/2017
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This document **must** be read in conjunction with the QSSMG Competition Procedures.
Queensland School Sport — 13-19 years Swimming 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 Dates
The dates for the QSS 13-19 years swimming championships will be during term one each year.

3.1.2 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)

3.1.3 Warm ups
The main pool and part of the dive and outside 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.

3.1.4 Warm downs

3.1.4.1 Warm downs shall be permitted in the diving pool.

3.1.4.2 The lane in the diving pool closest to the main pool is reserved for swimmers waiting for medal presentations.

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

3.1.5 Entry to pool deck

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

3.1.5.2 Bags will not be permitted onto the pool deck.

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

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

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

3.1.6 Coach accreditation/pool deck entry

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

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

3.1.6.3 Applicants must have a current Blue Card.

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

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

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

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

3.1.7 Marshall area

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

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

3.1.7.3 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 Swimsuit guidelines
3.2.2.1 All swimwear worn by competitors shall be commercially available products.
3.2.2.2 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

3.2.3 Finals
3.2.3.1 All 50m and 100m able bodied events will be conducted as heats and finals.
3.2.3.2 All other events will be conducted as timed finals.
3.2.3.3 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.

3.2.4 Events — 100m, 200m and 400m
3.2.4.1 Heats of all 100m events will be conducted in each of the combined age groups (i.e. junior, intermediate and senior) 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.
3.2.4.2 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.

3.2.5 Medleys
3.2.5.1 All medley events comprise of four strokes which will be swum in the following order:
Individual Medley — butterfly, backstroke, breaststroke, freestyle
Medley relays — backstroke, breaststroke, butterfly, freestyle
3.2.6 Relays

3.2.6.1 The names and order of relay swimmers must be provided on the meet manager nomination file.

3.2.6.2 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.

3.2.6.3 Relays will be conducted as finals or timed finals only. All relays will be conducted as 4 x 50 metre events.

3.2.6.4 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.

3.2.6.5 Final confirmation of relay team members is to be submitted to the meet director before the finish of the previous session.

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.

4.1.2 Qualifying standards

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

4.2 Centres of Athletic Development

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
5.2.1 Nominations

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

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

5.2.1.1.2 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.

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

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

5.2.1.2 A region will be allowed to exceed the number of nominations in sections 5.2.1.1.1, 5.2.1.1.2 and 5.2.1.1.3 above, provided that all competitors for that event have, in the current season, swum a time which would have equalled or been faster than the qualifying time. However, the following limits apply:

5.2.1.3 In all 50m freestyle events, no more than six nominations in total per age group.

5.2.1.4 In all 800m and 1500m freestyle events no more than three nominations in total for each of the age divisions of 15 years and under and 16 years and over.

5.2.1.5 In all other individual events, no more than four nominations in total per age group.

5.2.1.6 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>800m Freestyle</th>
<th>1500m Freestyle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td>11 minutes</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Women</td>
<td>12 minutes</td>
<td>22 minutes</td>
</tr>
</tbody>
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5.2.1.7 Students are to compete in only those events for which their age makes them eligible.

5.2.1.8 Students are to compete in no more than nine individual events.

5.2.1.9 Students are to be nominated using their region as their team name.

5.2.2 Events for students with a disability
5.2.2.1 All events for multi class students will be conducted as multi class events.

5.2.2.2 Conditions of competition for disabled swimmers will be the same as for all other swimmers.

5.2.2.3 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.

5.2.2.4 The disability classification for each event must be submitted on the nomination form supplied. QSS 13-19 years swimming encourages all disabled swimmers to obtain an official classification card.

5.2.2.5 All swimmers competing in a multi class event must present their official classification card to the championship convenor in the recording area by 8:00am on the day of competition. A copy of the card and nomination form must be emailed to the championship convenor by the due date.

5.2.2.6 Multi class carers that require pool deck access can apply for an accreditation pass as per coaches described in Section 3.1.6.

5.2.3 Closure of nominations

5.2.3.1 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.

5.2.3.2 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.

5.2.4 Withdrawals and substitutions

5.2.4.1 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.

5.2.4.2 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.

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 and teacher 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 meet director.

5.6.1.1.1 Protests must be submitted:
(a) in writing; and
(b) within 30 minutes following the conclusion of the respective event.

5.6.1.2 All protests shall be considered by the referee.

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

5.6.2 The meet director 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 Queensland Team

6.1.1.1 Nominations for Queensland team selectors will be taken from the floor at the pre-competition meeting as outlined above. The selection committee shall comprise of five members where at least one member will be a state team manager.

6.1.1.2 Students wishing to be considered for selection in the Queensland team must complete an online availability form indicating they are available for team selection. The form can be found on the Queensland School Sport website.

6.1.1.3 The QSS 13-19 years swimming selection policy will be included in the official program each year.

6.1.2 A Queensland team will be selected each year according to School Sport Australia rules and guidelines.
6.1.2.1 At least two swimmers will be selected in each individual age group (i.e. 13, 14, 15, 16, and 17 plus years) so that two all age relay teams can be fielded.

6.1.2.2 A minimum of eight swimmers in each age division (junior, intermediate and senior) will be selected so that two relay teams can be nominated at the school sport Australia championships.

6.1.2.3 In the year of the Pacific School Games, a team based on the Queensland team named at the previous state championships will be named. QSS will determine the size of this team. The normal selection policy, as determined here, will apply.

6.1.2.4 In any years where there is no national or International competition, an honorary Queensland team will be named.

6.1.3 Selection panel

6.1.3.1 The number of selectors will be three or five.

6.1.3.2 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.

6.1.3.3 Selectors shall be appointed at the pre-competition meeting conducted at the state championships.

6.1.4 Selection procedures

6.1.4.1 The selectors must meet on a regular basis on each day of the competition.

6.1.4.2 The selectors must give the regional coaches/managers the opportunity to put forward the names of and comment on the swimmers considered worthy of selection. Regional coaches/managers should make themselves aware of the standards necessary for selection of a swimmer in a Queensland team.

6.1.4.3 Regional team coaches/managers may submit a written report to the selectors.

6.1.4.4 The selectors should maintain a written report of the times recorded by each of the swimmers and the strokes swum.

6.1.4.5 Initial selection in the Queensland team shall be decided on times swum at the QSS 13-19 years swimming championships unless exemption has been applied for through 6.2.1.2 or 6.2.1.3. Where necessary, times from other Swimming Australia or Swimming Queensland recognised meet may be taken into account to allow full state involvement in all events.

6.1.5 Announcement of the Queensland team

6.1.5.1 The executive will announce the Queensland team at least four weeks prior to the School Sport Australia meet or Pacific School Games.

6.2 Selection Policy Guidelines

6.2.1 Criteria for the selection of Queensland teams
6.2.1.1 The major criterion for selection will be the performance of the swimmer at the QSS 13-19 Years Swimming Championships. Areas of performance considered should include:

- The time recorded by the swimmer.
- The ability of the swimmer to be competitive in a number of strokes and distances and to be involved in team relays.
- The attitude and behaviour of the swimmer as a member of the team.

6.2.1.2 A swimmer who is ill or injured at the time of the Queensland Championships may be considered for selection provided that a medical certificate is supplied (QSSMG Competition Procedures) along with recent evidence of swimmers’ times from a sanctioned SQ or SAL meet or from an endorsed QSS meet. Times submitted must have been swum in a long course pool within the same calendar year. The swimmer must have first been selected in their regional team.

6.2.1.3 A swimmer who is representing Swimming Australia or Swimming Queensland at a higher level competition at the time of the QSS 13-19 Years Swimming Championships may be considered for selection (QSSMG Competition Procedures). The swimmer must have first been selected in their regional team and provide evidence of times as per section 6.2.1.2.

6.2.1.4 Evidence to support requests concerning 6.2.1.2 or 6.2.1.3 must be submitted to the committee secretary prior to the commencement of the first event of the State championships. The evidence shall be either submitted by the RSSO of the region or the chief manager of the team for which the swimmer is affiliated.

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.

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