

Swimming WA

Event Sanctioning Application

The opportunity to host swimming events is both exciting and lucrative for Swimming WA affiliated clubs. All levels of swim meets (excluding club nights) require event sanctioning by Swimming WA. It is important as an organisation that Swimming WA maintains records and information surrounding events hosted by its member clubs.

It is a requirement of Swimming WA that all events conducted by the association, its regions and clubs are sanctioned by Swimming WA. Host clubs are required to submit event sanctioning documentation concerning their events as per the guidelines directed below.

Event Sanctioning Guidelines

1. All events conducted by Swimming WA Clubs must be sanctioned. Sanctioning of a swim meet is conditional upon the club implementing a Healthy Club Policy at the meet. A copy of Healthy Club Policy is attached to this document (see appendix C)
2. All sanctioning applications must be submitted electronically. **All components must be complete** including preferred dates ranked. A preferred date along with two optional dates is required.
3. All sanctioned events must obide by the swim suit guidelines.
4. All applications must be in by the due date as advertised for the appropriate swimming season.
5. All applications must be received at least 28 days prior to the event. For events to be published in the Swimming WA Almanac, applications must be received by the advertised close date. Swimming WA encourages all clubs to submit their events for publication in the Swimming WA Almanac. All events submitted by the advertised close date for "Event Sanctioning and Publication in the Swimming WA Almanac" will be given preference to events submitted for sanctioning after this date. Events will be sanctioned after this date only if available dates on the Swimming WA Calendar are available and if sanctioning documents are received by Swimming WA no later than 28 days prior to the event.
6. Clubs are required to include at least two different types of events other than 50 metre events at their carnival baring in mind the type of event as per appendix A. E.g. 100m freestyle, 200m Individual Medley. For development purposes the Competition Planning Committee may/will require the addition of events to meet programs for the development of WA Swimmers.
7. Clubs are required to send a list of official's names to the Technical Committee prior to the meet - Robyn Arblaster – arblaster@westnet.com.au.
8. Event Sanctioning will conclude on the receipt of the event report (Attachment 2) to Swimming WA. Event results will not be published or ratified until the event report is received by Swimming WA.

Swimming WA Event Sanctioning Levy

Clubs hosting interclub swim meets will be levied 5% of the net of all meet entry income. Promotion within the Swimming WA Almanac, promotion on the Swimming WA website, insurance and administration costs are included within this 5%.

How to have an event sanctioned by Swimming WA

1. Complete the Event Sanctioning Application form, taking note of the attached appendices', and submission requirements and electronically submit to Swimming WA.
2. Ensure that applications are submitted by the requested date or minimum 28 days prior to the event.

Swimming WA Calendar Planning- The Process

Event Calendar Planning is developed by the Swimming WA Competition Planning Committee.

The committee will develop the Swimming WA Calendar giving preference to:

1. Swimming WA events (Swimming Australia events taken into consideration)
2. Events submitted by the required date for publication in the Swimming WA Almanac.
3. Events submitted after the required date for publication in the Swimming WA Almanac, but prior to 28 days before the event.

When developing the SWA Calendar club meets will be allocated calendar positions based on the following criteria:

1. Event dates will be granted based on the merit of the Event Sanctioning Application and the benefits associated with it to the development of swimming as a sport
2. Within each region there may not be more than one event on the same day
3. The recommendation of the Competition Planning Committee once ratified by the Board of Swimming WA will be final.

Event Requirements

Clubs will be required to (in relation to events):

1. Gain Sanctioning from Swimming WA
Please Note: All Swimming Meets Coordinated by Swimming WA affiliated clubs must be sanctioned.
2. Ensure that all information sent to Swimming WA for sanctioning and publication is correct (once information is posted on the website it will not be updated).
3. Promote the event
4. Conduct appropriate marketing and associated medial promotion (see SWA GoClub Club Resource Guide)
5. Ensure Results in Meet Manager Back-up format are emailed to Swimming WA by 5pm of the fourth working day following the event.
6. Ensure that all Technical Officials are both recognized and compensated.
7. Ensure all Technical Officials log in at all events, and log is sent to Swimming WA by 5pm of the fourth day following the event.
8. Complete the Event Report and return to Swimming WA by 5pm of the fourth day following the event.

Swimming WA will (in relation to events):

1. Provide a tendering/sanctioning document- insurance and sport development
2. Sanction Events providing all criteria is covered in conjunction with the Competition Planning Committee
3. Provide event recommendations to ensure that events are in the best interest of the Swimming WA membership
4. Promote the event on the Swimming WA Website & Almanac
 - a. Develop the Swimming WA Almanac
 - b. Advertise the event program, electronic entry and timekeeping roster information
 - c. Promote results within the week following the event provided report is submitted electronically

Appendix A- REQUEST FOR SANCTIONED SWIM MEET FORM

Swimming WA Event Sanctioning Application

Proposed Meet Details

Name of Meet _____

- Purpose of Meet
- To provide an entry level competition meet for juniors (12 years under)
- To provide an opportunity to achieve a Swimming WA qualifying time e.g. must include at least two different types of events other than 50 metres E.g. 100m freestyle, 200m Individual Medley
- To recruit new members (promotional meet).
- If Yes, How do you plan to recruit new member's (Please note a formal written letter is required to be submitted to Swimming WA) _____
- To provide swimmers with an alternative meet format e.g. Pentathlon
- If Yes, What is your alternative meet format _____

Duration of Meet _____

Length of Pool 25 metres (short course) 50 metres (long course) [please tick]

Number of Lanes _____

Date Requested Preferred: _____
(* clubs are required to submit three date options for event sanctioning)
Option 2: _____
Option 3: _____

Proposed Venue _____

Date Venue Booked _____

- Age Groups Competing
- 12 years and under (only)
- Seniors (13 – 18 years only)
- All age groups

Will the meet have qualifying times?

Yes No

Does the club/region wish the swim meet to be designated as a qualifying meet?

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Yes No

Does the club/region to be classified as a closed meet? I.e. only open to members from their region? If yes please refer to Appendix B, Event Examples

Yes No

Club Details

Host Club/region Name _____

Host Club Address _____

Contact Person _____

Contacts Email _____

Contacts Telephone _____ Mobile _____

Notes:

1. All participating Clubs must be affiliated with Swimming WA. All competing swimmers must be registered with Swimming WA. Competitions involving unaffiliated clubs or unregistered swimmers will not be approved or covered by the insurance of Swimming WA.
2. For the above meet to be designated as a qualifying meet for Swimming WA and Swimming Australia events, the following must be met:
 - The competition must be conducted under the Rules of Swimming WA
 - Pool length dimensions must be 25 metres or 50 metres
 - Automatic timing, semi-automatic timing or three time keepers per lane
 - Swimming WA accredited Starter and Referee
 - Results in Meet Manager Back-up format are sent to Swimming WA by 5pm of the fourth day following the event.
3. The meet must be conducted in accordance with Pool Depth Guidelines adopted by Swimming Australia
4. A venue pre-booking is not a consideration of the planning committee when developing the Swimming WA Calendar
5. All event sanctioning applications include a fee of 5% of the net of all meet entry income.

Appendix B- SUBMITTING EVENT PROGRAMS

Event Names

Swimming WA have developed the following principles for Western Australian Swimming Events. When naming an event please refer to the principles below.

1. "State Championships" refer only to the pinnacle events within Western Australia e.g. Open and Age LC and SC State Championship events conducted by Swimming WA.
2. "Championships" refers to an event that provides a pinnacle event for a designated group of clubs, regions or demographic i.e.:
 - a. Country Championships
 - b. Junior Championships
 - c. Region Championships
3. "Open" refers to an event that is open to Swimming Clubs across Western Australia
4. "Pennant" refers to an event that that is open to Swimming Clubs across Western Australia
5. "Swim meet" refers to a swim meet open to Swimming Clubs across Western Australia
6. "School Meet" refers to a swim meet open to Western Australian Schools*
7. "Promotional meet" refers to a swim meet that is open to both members and non-members of Swimming WA*

Swimming WA reserved the right to determine the most appropriate name for club meets based on the above guidelines.

** Clubs wishing to conduct School and Promotional meets must submit a letter of application to the SWA Executive Director as per the Swimming WA Policies document outlining the reasons for their request and the associated benefits.*

Event Sponsors and Event Naming Rights

Swimming WA reserve the right to remove event naming rights from club run events in Swimming WA publications where the event promotes or endorses an organization not supported by Swimming WA or a conflicting sponsor or competitor to Swimming WA.

Event Formatting Requirements

Please refer to Swimming WA as "Swimming WA" - **not** WASA or WA Swimming Association.

When producing the program please refer to the Event Sanctioning template Attachment 1.

Please ensure all information supplied is accurate as Clubs are solely responsible for the information provided and published according to the information supplied to Swimming WA.

Appendix C- HEALTHY CLUB POLICY

Developed by Swimming WA for the benefit of all members and the community the following must be observed for all events and activities conducted by Swimming WA and its clubs. This requirement also complies with requirements to be met by arrangements between Healthway and Swimming WA.

Tobacco Policy

Swimming WA recognizes that smoke free environments protect non-smokers from the harmful effects of environmental tobacco smoke (ETS) and contribute to reducing tobacco consumption levels. Swimming WA will encourage quitting attempts and discourage the uptake of smoking particularly by young people.

- *All indoor and outdoor pool environments including participant and audience areas are 100% smoke free*
- *All functions (including presentation evenings, meetings and sponsorship VIP events) will be 100% smoke free.*
- *All venues where the sponsored programs and events are held will be 100% smoke free.*
- *Tobacco products will not be sold on any premises under the control of Swimming WA.*
- *Any person either employed by or representing Swimming WA in any capacity will refrain from smoking at any official engagement or activity related to the sponsored program.*
- *This No Smoking Policy will extend to all members at all times when wearing Swimming WA and/or sponsorship apparel.*

Food and Catering Policy

Swimming WA understands and recognizes the importance of good nutrition and the role it plays in maintaining and improving health.

- *Where food is available at functions and activities, healthy alternatives will be served.*

Alcohol and Other Drugs Policy

In the interest of the health and safety, Swimming WA will actively seek to promote, encourage and support strategies to minimize harm from alcohol and other drug use.

- *The use of illicit, banned substances and performance enhancing drugs will be managed in accordance with the Australian Sport Drug Agency Doping Policy*
- *At all functions, lower strength alcohol and non alcoholic beverages will be available*
- *Water will be freely and readily available*
- *Alcohol will be served in accordance with the requirements set out in the Liquor Licensing Act 1998. This includes no alcohol being served to patrons under the age of 18years or to intoxicated persons*
- *Excessive or rapid consumption of alcohol will be discouraged.*

Sun Protection Policy

Swimming WA recognizes that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimize exposure.

- *Swimming WA strongly recommends and supports sun safe practices for all activities*
- *Activities will be conducted outside the hours of 10:00am and 3:00pm when UVR is at its peak whenever possible*
- *Natural shade will be utilized to protect participants and spectators wherever possible*
- *Staff and members representing Swimming WA will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, extra long shorts, sunglasses and applying sunscreen*

Sports Safe Policy

Swimming WA is committed to improving the health of the community through safe participation in sport and physical activity

- *Warm up, stretch and cool down routines will be defined in the program for all Swimming WA meets. Swimmers and coaches will ensure that these are carried out*
- *An appropriate qualified first aid person will be in attendance at all training and competition sessions.*
- *Appropriate first aid equipment shall be available during all warm up periods and competition sessions.*
- *Correct fluid replacement practices will be encouraged*