

WESTERN AUSTRALIAN SWIMMING ASSOCIATION (INC)
Country Pennants Rules

Appendix One
As approved on 20th October 2001
Updated 5th November 2004
Reviewed 11th November 2005

Country Pennant Meet

General instructions to Host Region/Club

The host club shall:

- 1: Arrange the use of a suitable Aquatic Centre for the duration of the Carnival, and such time as required, to allow visiting clubs the facility for warm up and training sessions. Written evidence of this arrangement should be presented to the Country Swimming Committee when the host Region confirms its intention to conduct Country Pennants. Gate monies from such arrangements with the local body shall form part of the proceeds of the Pennant. Where the host club hires and/or leases the pool, such charges shall be covered in the nomination fees. Competitors, together with officiating officials, shall have free access to the scheduled competition times.

- 2: Be responsible for sending circulars out to other clubs advising them of the various arrangements for the meet. The total number of such circulars will be at the discretion of the Host Club, but a minimum of three will normally be required.
 - A general note advising all country clubs of the venue and local facilities – mid winter the year prior to the meet.

 - A second notice to all country clubs inviting nominations. This note to be sent after 31 October following the setting of the nomination fee/s by the Country Swimming Committee, and to include the Country Pennant Rules. This notice must be sent in time to allow clubs to meet the 30th November deadline.

 - The third essential notice must be sent to all nominating clubs, together with the detailed program and instruction for entries.

The information shall include:

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- The number, sequence and description of the events on the program.
- The date of the competition, the commencing time and venue.
- The address to which to forward nominations and queries.
- The individual and relay team nomination fees.
- The cost of lunches and BBQs (for the evening).
- The meeting place for visiting clubs to receive instructions and information concerning accommodation etc.

Copies of all notices must also be sent to the Country Coordinator, Region Delegates and the Country recorder.

- 3: Assist visiting clubs as necessary with arrangements for accommodation and food during the period of the Pennant Meet.

The host club will also be responsible for providing:

- Personnel for all recording functions, the announcer, medal organizers and runners.
 - All necessary equipment – reliable computer, printer, back-up facilities together with a surge protector (A separate power circuit is advisable), a reliable photocopier, typewriter and paper supplies. Forms such as entry cards, summary sheets, race result forms and timekeeping forms should be arranged with the Country Swimming Committee. All forms are to be identified with respect to event number, grade, age and title.
- 4: Produce results steadily throughout the Meet so as to enable the individual medals to be presented, not more than two events behind, as the Meet proceeds.
 - 5: Produce a complete set of points at the end of the Meet to enable the Pennants to be presented, together with a complete set of points for the Relay Teams Trophies.

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- 6: Produce a complete set of results showing names, clubs, times and places with a list of the points gained by the teams to all competing teams. This to be finalized after the Meet at the BBQ **NO LATER THAN 7PM.**
- 7: Circularise the results to all clubs that competed in the Meet.
- 8: Provide shelter from the sun and wind for the competitors. The hire of scaffolding and the purchase of hessian are not to be a charge against the competition, nor is any Meet pool equipment.
- 9: Produce a Country Pennant Program to include events, listed swimmers, their club/age/reserve together with a list of the current Country Pennant Records as provided by the Country Swimming Committee. The Program shall also include starting times, marshalling procedures and reporting times, methods of starting and recall, and the holders of Perpetual Trophies from the previous years.
- 10: **The Chief Recorder** shall be appointed by the Country Committee
- 11: **The Referee** for the Meet shall be appointed by the Country Swimming Committee in liaison with the Swimming WA Technical Committee. The organisation of all other officials shall be the responsibility of the Host Club in conjunction with all the competing clubs, and under the direction of the Meet Referee. The Swim Meet Officer shall be appointed from within the Host Club/Region. Country officials should be used where possible.
- 12: Further assistance with the running of Country Pennants may be gained from the "Bible" handed on from Host Club to Host Club, and by close liaison with the Country coordinator.