



Masters Swimming Queensland

**PROCEDURE MANUAL
FOR
CONDUCTING
THE
STATE SWIM MEET**

MASTERS SWIMMING QUEENSLAND INC.
Trading as
MASTERS SWIMMING QUEENSLAND

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The Masters' Purpose is "To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve general health"

INDEX

1. INTRODUCTION
2. EVENTS' PROGRAM
3. ADMINISTRATOR'S DUTIES
4. OFFICIALS
5. HOST CLUB PROPOSAL GUIDELINES
6. HOST CLUB GUIDANCE
7. HOST CLUB COMMITTEE
8. DUTIES OF THE HOST CLUB COMMITTEE
 - 8.1 Meet Director
 - 8.2 Secretary
 - 8.3 Publicity/Sponsorship Coordinator
 - 8.4 Hospitality Coordinator
 - 8.5 Meet Manager & Venue Coordinator
 - 8.6 Safety Coordinator
9. POOL COMPLEX
10. TROPHIES AND MEDALS
11. MERCHANDISING
12. SUMMARY

1. INTRODUCTION

- 1.1. The State Swim Meet (hereafter referred to as the State Swim) is held every year and should, if possible and practical, be on a rotational basis between South/Sunshine region and North/Central region.
- 1.2. Guidelines have been drafted to assist the Host Club in the smooth running of the meet.
- 1.3. The venue and date for the State Swim should be announced after the Branch Management Board (hereinafter referred to as BMB) has made a decision on the date and venue. This announcement should be made after the March/April Face to Face meeting, which is held shortly after the AGM.
- 1.4. The State Swim is organised by the Host Club in conjunction with the Administrator of MSQ on behalf of the BMB. The BMB will provide support and guidance to the Host Club where necessary. The Host Club remains responsible to the Branch at all times.
- 1.5. A planning committee should be formed by the host club as soon as the acceptance of their Expression of Interest is known. One member of the planning committee should be appointed as liaison person between the Host Club and the Administrator.
- 1.6. Hosting a State Swim can be a rewarding experience for club members. Its success is assured if clubs comply with these guidelines, develop sound organisational processes and maintain open communication with the BMB and the Administrator.
- 1.7. This Procedural Manual should be read in conjunction with the National Rules and "Rules for Conducting a Sanctioned Swim Meet" produced by the Queensland Branch.

2. EVENTS PROGRAM

- 2.1 The BMB sets out the following program under which the State Swim is to be swum.

SHORT COURSE

DAY ONE

- | | |
|----------|-------------------|
| Event 1: | 400m Freestyle |
| Event 2: | 400m Butterfly |
| Event 3: | 400m Backstroke |
| Event 4: | 400m Breaststroke |
| Event 5: | 400m IM |

DAY TWO

- | | |
|-----------|---------------------------------|
| Event 6: | 25m Butterfly |
| Event 7: | 200m IM |
| Event 8: | 50m Backstroke |
| Event 9: | 200m Breaststroke |
| Event 10: | 100m Freestyle |
| Event 11: | 25m Backstroke |
| Event 12: | 200m Butterfly |
| Event 13: | 100m IM |
| Event 14: | 50m Breaststroke |
| Event 15: | 100m Backstroke |
| Event 16: | 4 x 25m Women's Freestyle Relay |
| Event 17: | 4 x 25m Men's Freestyle Relay |
| Event 18: | 4 x 25m Mixed Medley Relay |

DAY THREE

- | | |
|-----------|-------------------|
| Event 19: | 50m Freestyle |
| Event 20: | 100m Breaststroke |
| Event 21: | 100m Butterfly |
| Event 22: | 25m Freestyle |

Event 23:	200m Backstroke
Event 24:	25m Breaststroke
Event 25:	200m Freestyle
Event 26:	50m Butterfly
Event 27:	4 x 25 Women's Medley Relay
Event 28:	4 x 25 Men's Medley Relay
Event 29:	4 x 25 Mixed Freestyle Relay

Notes for swimmers:

1. Maximum of nine (9) individual events per swimmer.
2. There is a limit of 2 x 400m events per swimmer.
3. There is a limit of 2 x 200m events per swimmer.
4. There is a limit of 3 x 100m events per swimmer.

LONG COURSE

DAY ONE

Event 1:	400m Freestyle
Event 2:	400m Butterfly
Event 3:	400m Backstroke
Event 4:	400m Breaststroke
Event 5:	400m IM

DAY TWO

Event 6:	200m IM
Event 7:	50m Backstroke
Event 8:	200m Breaststroke
Event 9:	100m Freestyle
Event 10:	200m Butterfly
Event 12:	50m Breaststroke
Event 13:	100m Backstroke
Event 14:	4 x 50 m Women's Freestyle Relay
Event 15:	4 x 50 m Men's Freestyle Relay
Event 16:	4 x 50 m Mixed Medley Relay

DAY THREE

Event 17:	50m Freestyle
Event 18:	100m Breaststroke
Event 19:	100m Butterfly
Event 20:	200m Backstroke
Event 21:	200m Freestyle
Event 22:	50m Butterfly
Event 23:	4 x 50 m Women's Medley Relay
Event 24:	4 x 50 m Men's Medley Relay
Event 25:	4 x 50 m Mixed Freestyle Relay

Notes for swimmers:

1. Maximum of nine (9) individual events per swimmer.
2. There is a limit of 2 x 400m events per swimmer.
3. There is a limit of 2 x 200m events per swimmer.
4. There is a limit of 3 x 100m events per swimmer.
 - a. Relays shall be conducted in compliance with National Rules SW 10.10
*Relays as per General and Swimming Rules – Appendix A
In addition: If 2 relay teams are from the same club and in the same age group, only

one relay team from the same club may earn points. However, both teams may be placed for medals in that event.

- b. Rules for entry conditions must comply with Branch Rules QS 3 (Approval to Conduct a Meet)
 - c. For records to be ratified there must be a survey of the pool registered with the QLD Branch and the National Branch.
- 2.2 The planning committee should be aware that if desired and time is available, the addition of long distance swims can be considered. The host club may offer one of the following events (a competitor may only enter one stroke):
- 2.2.1 800m IM,
800m Butterfly
800m Backstroke
800m Breaststroke
800m Freestyle
 - 2.2.2 1500m Backstroke
1500m Breaststroke
1500m Freestyle
- 2.3 Note that competitors in the long distance events are eligible for medals and records, but there will be no points allotted for age aggregate awards, nor club point scores.
- 2.4 An Open Water Swim (OWS) should also be conducted as close as possible to the State Swim and this is to be conducted as per the National Open Water Rules.

It is advised that a separate committee be formed for the OWS. A different club may host the OWS if an expression of interest to do so is submitted to and accepted by the BMB. The location and dates are to be advised to the BMB as soon as possible after the announcement of the date and venue of the State Swim.

3. ADMINISTRATOR'S DUTIES

- 3.1 The Administrator will plan the **budget** for the State Swim by considering the following checklist:

3.1.1 Expenditure – Branch

- Photocopying program and results
- Medals and trophies
- Pool hire
- Postage and stationery
- Presentation function costing (if applicable)
- Refreshments for officials and guests
- Starting gun and caps (if applicable)
- Payment for hire of Electronic Timing Equipment and operator for that equipment (if applicable)
- Payment for First Aid officers
- Payment for volunteer expenses (if applicable)
- T/Shirts for Officials
- Accommodation and/or travel costs for officials, whichever is applicable.
- Adequate equipment if holding an open water swim.
- Hire of ablutions if not on site where the OWS is being conducted.
- Hire of tables, chairs, tents if necessary

3.1.2 Income - Branch:

- Nomination fees for State Swim, including the relay fees.
- Function fees (if applicable and negotiated with host club).
- Sponsorship income:
 - ❖ Money that is raised by the club, for events' sponsorship is retained by the Branch.
 - ❖ Event's Naming Sponsorship is retained by the Branch
- Merchandising, through the supplier – a percentage of sales as per contract between the supplier and MSQ
- A negotiated percentage of the engraving: examples: (1) for every engraving \$1 to be paid to MSQ (2) a nominated daily fee to be paid by the engraver e.g. \$50 per day-
 - ❖ Payment to be made via Direct Debit by MSQ upon receipt of bank details of service provider. The engraver to be notified of the arrangements prior to the event. This would apply to (1)
For (2) the engraver would forward the money to MSQ within 7 days after the event.
To assist the engraver with time, the money for the engraving can be collected by a volunteer or an assistant.
- A negotiated percentage of the massages or a nominated daily fee to be paid by the masseur/se e.g. \$100 per day or 10% of the overall takings.

3.1.3 For a percentage of the takings, payment to be made via Direct Debit by MSQ upon receipt of bank details of service provider. The masseuse/ masseur to be notified prior to the event.

If the service provider pays a daily amount, the money would be collected by the masseur and the agreed total amount would be paid to MSQ within 7 days of the event. Provide a budget, taking into consideration 3.1.1 and 3.1.2 including estimates on payment of presentation dinner for selected branch sponsors, dignitaries and officials. This is only applicable should the decision to hold a Presentation Dinner/Lunch be made.

3.1.4 Act as coordinator between the BMB and the Host Club.

3.1.5 Ensure that the Treasurer or Financial assistant records all expenditure and income separately from normal Branch business.

3.1.6 Estimate the number of swimmers needed to reach "break even" point.

3.1.7 Set the nomination fee and function fee (if applicable) in consultation with the BMB. This is also to include the options for payment:

- Swim and dinner fee, if applicable
- Consideration of a fee for manual entry of nominated swim (\$2.00).
- Discount if attending both swim and function (if applicable)
- Separate fee for swim and function if not attending both (latter – if applicable).

3.1.8 Consideration of late nomination fee.

3.1.9 The Administrator to apply the current rule regarding entries and the possible requests for refund of nomination fees prior to and including the date of closure of nominations (QS5.11)

3.1.10 The Administrator to organise all replica trophies for winners to receive after the event, dependent on the venue of the event. Transporting trophies may be difficult. The perpetual trophies are to be taken to the championships if possible – dependent on venue travel considerations.

Trophies:

- Swimmer of the Meet – Male and Female
- Swimmer of the Meet over 51 +
- Swimmer of the Meet 30 – 50
- Swimmer of the Meet under 30 (18 – 29)
- Highest Club Aggregate Points
- Highest Average Large Club
- Highest Average Small Club
- Registrar’s Trophy
- Endurance 1000 Trophy - (Heart Rate Monitor)

3.2 In conjunction with the Recorder:

- 3.2.1 MSQ has the responsibility of seeking the service of a Meet Manager Operator, who has the experience of operating the Program with the Electronic Timing System during the championships
Ensure that the Recorder in the Swimming Queensland office has set up the swim meet program for the event and have the Team Manager Lite Entries file placed on the Branch Website. Coordinate with the SQ Recorder and the Meet Manager Operator.
- 3.2.2 Ensure that the Recorder update latest records to be sent for uploading to Meet Manager
- 3.2.3 Ensure that Meet Manager has been set up to cater for all Relay events.
- 3.2.4 Organise with the appointed Meet Manager Operator, the entries for the Meet Manager Program of all individual and relay nominations. Ensure that a file of the completed entries is submitted to the Meet Manager Operator on the days of the Event.
- 3.2.5 The Recorder must ensure that the Meet Manager Program has been set up to calculate the results for the purpose of awarding trophies.
- 3.2.6 All results must be posted on the website after each day’s events. This will assist in the calculations of Individual trophy winners.

3.3 Email copy of flyers and program to all clubs at least 6 months prior to the event. Flyers to include:**3.3.1 Program of Events.**

- 3.3.1.1 Fees as set under 3.1.7.
- 3.3.1.2 Closing date for entries (no less than 2 weeks prior and no longer than 4 weeks prior to the meet).
- 3.3.1.3 Detail submission of entry forms and summary sheets (electronic entries via Team Manager preferred).

3.4 Available accommodation listing preferred supplier if available.**3.5. Advertise the event in the Branch Newsletter.**

- 3.5.1 Send out a reminder/flyer two months prior to the event with catering arrangements.
- 3.5.2 Send out final advice to clubs with any recent changes in planning, at least two week prior to the event. Produce the State Swim Meet program including:
- Front cover.
 - Rules (liaise with the Director of Technical Services for appropriate inclusions).
 - Official welcome.
 - Sponsors’ advertisements.
 - List of competing clubs and number of competitors.
 - List of swimmers in age group.

- Program of events.
- Point scoring system.
- Trophies.

- 3.6 Post the **nominations** a few days after the entry closing date on the website and notify clubs to check the entries. Post the completed program on the website for competitors to download prior to the swim meet. Organise the printing of the programs for officials, timekeepers (lane sheets), marshalls, announcer and an additional 50 programs for members without access to the internet.
- 3.7 Ensure that a copy of the National and MSQ swim rules are available at the swim meet.
- 3.8 Provide a statement of income and expenditure for the final report to the BMB within one (1) month of the completion of the State Swim.
- 3.9 Print and send record certificates to acknowledged participants

4. OFFICIALS

The MSQ Director of Technical Services shall be responsible for inviting qualified technical officials to assist at the State Championships. The invitation to assist must occur at least 6 months before the event.

- 4.1 The list and number of officials required will be determined by the Director of Technical Services:
- Chief Referee
 - Referees – for the different pool deck requirements
 - Starter
 - Chief Timekeepers
 - Check Starters
 - Marshalls
- 4.2 The Director of Technical Services must be involved with the planning of the event and should be present at all meetings if held with the host club and administrator
- 4.3 All officials who will be attending the event, need to be kept informed throughout the planning stages.
- 4.4 All decisions made regarding the running of the meet e.g. the use of rolling starts for the 400m events, must be conveyed to all officials at least one week prior to the event.
- 4.5 The host club must be notified of any changes to the days' schedule of events.
- 4.6 Ensure that arrangements have been made for Protest Sheets and Incidence Forms to be available.

5. HOST CLUB PROPOSAL GUIDELINES

- 5.1 The BMB will, after discussion at a BMB meeting, invite one or more clubs, nominated by the BMB, to be the host club for the State Swim. The invitation to and confirmation from the invited club/s will be prior to the current State Swim so that an announcement of which club is hosting the next State Swim can be made after the Face to Face Meeting, which is held shortly after the AGM.
- 5.2 The BMB reserves the right to re-allocate the State Swim if the selected host club's ability to host the State Swim should reach irreconcilable difficulties.
- 5.3 The BMB shall ensure that invitations are sent out by the Administrator in November each year.
- 5.4 The BMB should consider the following when choosing a club to host a State Swim Meet:
- 5.4.1 Evidence of the club's ability and/or experience in hosting a Masters' swim meet.

- 5.4.2 Clear understanding and knowledge of proposed venues, accompanied, if possible, by photographs of the complex suggested.
 - 5.4.3 Evidence of ability to provide necessary personnel to host the State Swim.
 - 5.4.4 Proposed social events and venues.
 - 5.4.5 Indication of availability of accommodation.
 - 5.4.6 Evidence of support of local community to conduct the State Swim if required e.g. pool lessee, local junior club, etc.
 - 5.4.7 Availability of parking/transport if relevant.
- 5.5 Acceptance of the invitation to host a State Swim should only be submitted after reading by the Host Club of the guidelines, together with an expression of willingness to assist from the majority of the members of the club.

6. HOST CLUB GUIDANCE

- 6.1 The BMB will advise the Host Club of the preferred date of the State Swim as agreed upon by the BMB at the Face to Face Meeting.
- 6.2 The Host Club shall contact the local council for information on possible conflict of events being run by the council e.g. festivals and local activities.
- 6.3 The Host Club is to organise a suitable area for the Annual General Meeting (AGM) to be conducted, ensuring enough seating for all attendees.
- 6.4 The Host Club is to advise a suitable venue for the Presentation Lunch/Dinner (if applicable) and submit a costing to the BMB via the Administrator.
- 6.5 **Income for the Host Club**
- Raffles sold throughout the State Swim.
 - Meals sold by the Host Club, including all day barbeques
 - Functions (including a Welcome Function on the first day) organised after each day's events – (drinks, food, entry cost etc.).
 - Any other incentives, which need to receive the approval of the BMB through the Administrator
 - 'In kind' sponsorship for any aspect of the event. Monetary sponsorship goes to the Branch
- 6.6 The Host Club is to ensure that there is a suitable water-proof area for computers to enable the recording on the State Swim.
- 6.7 All costs should be discussed with the Administrator prior to expenditure.
- 6.8 The Host Club is to submit details of expenditure together with receipts for any expenditure on behalf of the Branch.
- 6.9 The petty cash float necessary during the three day event, will be managed by the Administrator or nominated person. There will only be ONE float, which will cater for the massages, engravings and relay payments (if applicable). Payments may be made during the three day event, if the invoices/receipts can be presented to the Administrator. This is dependent on the signatories to the cheque account being present and prior arrangements are made to ensure that the cheque book is available.

7. HOST CLUB COMMITTEE

- 7.1 It is suggested that the Host Club form a *State Swim Committee* and the suggested positions are as follows:
- 7.1.1 Meet Director
 - 7.1.2 Secretary
 - 7.1.3 Publicity/Sponsorship Coordinator
 - 7.1.4 Hospitality Coordinator

7.1.5 Meet Manager & Venue Coordinator

7.1.6 Safety Coordinator

7.2 Guidelines for these positions are shown under Section 8 of this Manual.

8 DUTIES OF THE HOST CLUB COMMITTEE

8.1 **Meet Director** – The Meet Director shall:

8.1.1. Be the liaison contact with the Administrator and the BMB.

8.1.2 Regularly arrange meetings, via teleconference, if necessary, with the swim meet committee, the President, Director of Technical Services and the Administrator.

8.1.3 Oversee the planning and programming of the meet in consultation with the BMB via the Administrator and Technical Director.

8.1.4 Brief the BMB via the Administrator on a regular basis regarding the planning on the meet.

8.1.5. In consultation with the Technical Director ensure that all officials meet the criteria as described in the National and Branch rules concerning the conduct of swim meets.

8.1.6 Allocate as many permanent timekeepers as soon as possible.

8.1.7 Source an electronic timing system with an operator in consultation with the Recorder and Administrator, if there is no pre-arranged source through the Branch.

8.1.8 Secure the services of an engraver to be present on all three days of the event. The cost of the engraving should be negotiated with the Branch.

8.1.9 Secure the services of a masseuse / masseur. The cost to be negotiated with the Branch.

8.1.10 Secure First Aid personnel for the duration of the meet. They must be fully qualified in Senior First Aid.

8.1.11 Involve the Chief Referee in planning and ensure that he/she is aware of the Masters Swimming Rules. Qualified Masters or SQ/SAL officials should be used.

8.1.12 Have sufficient rows of chairs in an adequately shaded marshalling area, appropriately marked with large numbers indicating lane allocation.

8.1.13 Appoint an easily identified person(s) e.g. Chief Marshall, who is familiar with procedures, to answer questions and direct swimmers.

8.1.14 Appoint a coordinator, e.g. Meet Manager & Venue Director, to plan layout, provide shelter, gear, shade etc. (refer to Section 8 of this manual).

8.1.15 Provide two-way communication (either electronic or in person) between the Announcer, Recorder, Marshalls and Meet Director.

8.1.16 Appoint and brief marshalls, check starter, chief timekeeper. Ensure familiarity with Masters' procedures.

8.1.17 Ensure all parties are competently discharging their functions, providing help where needed

8.1.18 Ensure all guidelines directed by the National Safety Policy are adhered to and that the Safety Coordinator is fully aware of this policy.

8.2 **Secretary** – The Secretary shall:

8.2.1 Keep minutes of all committee meetings and forward such minutes to the Administrator within two weeks of that committee meeting.

8.2.2 Be responsible for all correspondence concerning the Host Club Committee, including the correspondence generated by the members of that committee.

8.2.3 Fulfil all other duties as required.

8.3 **Publicity/Sponsorship Coordinator**: The Publicity Officer shall consider the following checklist:

8.3.1 Create a small sub-group to assist with this specialised work.

- 8.3.2 Develop a logo for the State Swim (optional). Any logo developed shall not be used in any way without prior written approval from the BMB.
- 8.3.3 Obtain media coverage of the State Swim where possible. Canvass all local newspapers, radio and television stations for media coverage.
- 8.3.4 Any Major Naming Sponsor must have approval of the BMB prior to printing of the program. The Host Club to seek a major sponsor for the naming rights to the State Championships. The sponsorship amount to be negotiated with the Branch prior to the negotiations. The Administrator will liaise with the Board on behalf of the Host Club.
 - 8.3.4.1 Obtain sponsorship by referring to the National Club Development Manual, and
 - 8.3.4.2 Seek sponsorship as early as possible;
 - 8.3.4.3 Be specific in the amount requested and how the money is anticipated to be used;
 - 8.3.4.4 Inform sponsors of benefits to be gained from “investing” in the State Swim.
 - 8.3.4.5 Follow up written requests with personal contact for best results;
 - 8.3.4.6 Sell advertising space in the program;
 - 8.3.4.7 Follow up with thank you letter for all businesses and individuals giving assistance whether in cash or kind. MSQ Appreciation Certificates are available from the Administrator.
- 8.3.5 Maintain a register for all media coverage and send copies of any press clippings to the Administrator for inclusion in final report.

May, in consultation with the BMB, have specific State Swim merchandise for sale. This merchandise would be used to promote the Branch and any sponsors of the Swim. The income derived from the sale of such merchandise to be negotiated with the Branch. The Branch will need to take into consideration the agreement between it and the Branch merchandise supplier.

8.4 Hospitality Coordinator: The hospitality coordinator shall:

- 8.4.1 Form a sub-committee to plan functions.
- 8.4.2 Propose the number and type of functions to the BMB, for approval. It is recommended that the main social events, the presentation dinner/luncheon (if applicable) be held on the final day/night of the event.
- 8.4.3 Obtain quotations from suitable venues
- 8.4.4 Invite local dignitaries to officially open the State Championship Event, followed by a morning tea with a number of key people, including the Branch President.
- 8.4.5 Establish protocol for officials, sponsors and VIPs after consultation with the Administrator
- 8.4.6 Coordinate with the Meet Director, the presentation of awards. Consider inviting a local dignitary to present the awards.
- 8.4.7 Consider the following catering options if pool management allows:
 - 8.4.7.1 Provide suitable light refreshments at a nominal fee throughout the meet.
 - 8.4.7.2 Consider caterers such as service clubs (Lions, Rotary, CWA, etc.) if club resources are insufficient.
 - 8.4.7.3 Obtain prices for a suitable menu if utilising outside caterers.
 - 8.4.7.4 Ensure adequate suitable food is provided if pool canteen is used.
 - 8.4.7.5 If pool management caters, meet with them to discuss the requirements of health food for Masters Swimmers.
- 8.4.8 Include the following in the organisation of the functions:
 - 8.4.8.1 Finalise venue as early as possible;
 - 8.4.8.2 Ensure venue is adequate for numbers expected;

8.4.8.3 Liaise with caterers

8.5 Meet Manager & Venue Coordinator: The MM & Venue Coordinator shall:

- 8.5.1 Establish a sub-committee to plan operations.
- 8.5.2 Be familiar with the Meet Manager Program and any electronic timing system being used at the State Swim. If an organisation is sourced to run these programs, ensure that the Host Club MM & Venue Coordinator is familiar with the requirements of the Masters Swimming programs on the days of the event. All preparations for the application of the Meet Manager Program and entries will be completed in the Branch Office
- 8.5.3 Ensure through the Meet Manager Operators that the marshalling sheets have been printed.
- 8.5.4 Ensure that lane sheets have been printed and sorted into lanes and events.
- 8.5.5. Ensure that procedures are in place for delivery of lane sheets to the recording area, delivery of DQ cards to the recording area and communication from the recording area to Starter, Chief Referee and Meet Director.
- 8.5.6 On the day of the meet:
 - 8.5.6.1 Liaise with the Meet Director and Meet Referee to confirm timings and processes.
 - 8.5.6.2 Ensure that the only people to communicate directly with the Meet Manager and Electronic Timing System operators are the Meet Referee, the Meet Director and the Meet Manager & Venue Coordinator. The competitors, officials and volunteers are not to communicate directly with the operators.
 - 8.5.6.3 All Protest Forms are to be submitted to the MM & Venue Coordinator, who in turn will present them to the Meet Referee for final consideration. Ensure all protests are dealt with quickly. These are to be stored by the Administrator for 12 months after the meet.
 - 8.5.6.4 Ensure that all hard copies of lane sheets are returned to the recording room. These are to be stored by the Administrator for 12 months after the meet.
 - 8.5.6.5 Ensure that all DQs are recorded correctly. These are to be stored by the Administrator for 12 months after the meet.
 - 8.5.6.6 Ensure all amendments to swimmers, heats and relays are recording correct. These are to be stored by the Administrator for 12 months after the meet.
 - 8.5.6.7 Advise all clubs competing at the State Swim that all amendments to relays are to be submitted at the end of the third event of the day and that only one (1) representative from the club is to advise of amendments. This person should be nominated at the start of the meet.
 - 8.5.6.8 Ensure that draft results of an event are posted ASAP after the last heat of that event. Swimmers have 30 minutes after the posting of the draft results to lodge a protest. Results will be marked as Final after the 30 minute period providing a protest has not been successful. These are to be stored by the Administrator for 12 months after the meet together with handwritten time sheets.
 - 8.5.6.9. Ensure that a copy of both National and Branch rules for swim meets are available for any swimmer to pursue on request.
 - 8.5.6.10 Ensure that all paperwork has been completed for possible records and ensure that that paperwork has been signed off by the Meet Referee, after the completion of the posting of the final event. Once signed, they are to be forwarded to the Recorder for ratification of records. All recorded and signed record sheets are to be forwarded to the Recorder with a copy of time sheets either electronic or manual.

- 8.5.6.11 Produce final results of the meet for publishing.
- 8.5.6.12 Prior to the Presentation Lunch/Dinner (if applicable) advise the Meet Director of:
 - 8.5.6.12.1 1st, 2nd and 3rd Placing per age group for presentation.
 - 8.5.6.12.2 Highest aggregate Club Points
 - 8.5.6.12.3 Highest average points – Large Club
 - 8.5.6.12.4 Highest average points – Small Club as per Section 10.3.
 - 8.5.6.12.5 Swimmer of the Meet – Male or Female as per Section 10.1
 - 8.5.6.12.6 Swimmer of the Meet over 50 as per methods advised in 10.1.6 of this manual.
 - 8.5.6.12.7 Swimmer of the Meet 30 – 50 as per methods advised as per 10.7.1 of this manual.
 - 8.5.6.12.8 Swimmer of the Meet under 30 as per methods advised as per 10.1.8 of this manual.
- 8.5.7 At the end of each day ensure that the Recorder has been sent the back- up file from Meet Manager for uploading to the results portal.
- 8.5.8 Ensure that the results in pdf format are forwarded to the Administrator for uploading to the MSQ website with an electronic copy sent to the Recorder.

8.6 Safety Coordinator: The Safety Coordinator shall:

- 8.6.1 Be fully conversant with all safety policies and ensure that all policies are adhered to.
- 8.6.2 Ensure that signs are placed in highly visible areas denoting:
 - 8.6.2.1 Warning that diving is allowed only in restricted lanes.
 - 8.6.2.2 Signs advising the stroke allowed in specific lanes, including fast, medium and slow freestyle.
 - 8.6.2.3 Ensure swimmers are swimming in correct lane for stroke.
 - 8.6.2.4 Ensure swimmers swim in the correct direction of lanes.
 - 8.6.2.5 Signs indicating location of the First Aid Station, massages, engraving and medal table

9 POOL COMPLEX

9.1 The Host Club Committee shall:

- 9.1.1 Check availability of pool when arranging possible dates.
- 9.1.2 Ensure that a survey certificate is held by National and Branch and if not, organise to have the pool surveyed by a certified surveyor and forward the survey to the Administrator and Recorder for processing.
- 9.1.3 Ensure that warm up and swim down facilities are supervised by a suitable Safety Officer, who is aware of safety procedures. These facilities are essential.
- 9.1.4 Calculate the approximate time(s) for hire of the venue and calculate resultant cost.
- 9.1.5 Liaise regularly and endeavour to encourage and maintain a good working relationship with the pool management.
- 9.1.6 Determine clearly the conditions and rules for hiring the facilities needed and ensure that all conditions are met.
- 9.1.7 Through the sponsorship Coordinator, liaise with local businesses for sponsorship for the hire of tents/gazebos, to ensure sufficient overhead cover.
- 9.1.8 Ensure there is weather cover for timekeepers.
- 9.1.9 Obtain a plan of the complex layout for positioning of tents for recording if applicable, catering, marshalling etc., taking into account access to power, accessibility and safety.

- 9.1.9.1 Draw up a plan for the setting and dismantling of equipment as well as a schedule for pick up and returning of equipment. If possible have the equipment set up a day prior to commencement of meet and dismantle day after meet.

10 TROPHIES, MEDALS AND CERTIFICATES

- 10.1 The Meet Director will ensure that trophies are awarded as follows:
- 10.1.1 The Queensland Branch Trophy - Club with highest aggregate points.
 - 10.1.2 The Max Gillespie Trophy - Highest average points large club, based on method advised in 10.3.
 - 10.1.3 The Mary Maina Trophy - Highest average points small club, based on method advised in 10.3.
 - 10.1.4 The Oz Sports Shield - MSQ Coach of the Year.
 - 10.1.5 Swimmer of the Meet - Male and Female - based on points score from the National Results Portal
 - 10.1.6 Swimmer of the Meet over 50 years.
 - 10.1.7 Swimmer of the Meet 30 - 50 years.
 - 10.1.8 Swimmer of the Meet under 30.
 - 10.1.9 Registrars Trophy - Club that has recruited the most new members to MSQ for previous year.
 - 10.1.10 Heart Rate Monitor - Highest points score for Aerobics (Endurance 1000) for previous year.
 - 10.1.11 Highest average point score for Aerobics (Endurance 1000) for previous year.
 - 10.1.12 Branch Official of the Year.
- 10.2 Medals will be awarded for placing
- 10.2.1 1st Gold, 2nd Silver or 3rd Bronze for each individual winner per event for all age groups.
 - 10.2.2 1st, 2nd or 3rd for each member of a relay team per relay event for all age groups.
 - 10.2.3 Certificates will be awarded for all record holders for all age groups male and female. These will be prepared by the Recorder or office assistant
- 10.3 The Meet Recorder is to use the following method to determinate large and small club averages:
- 10.3.1 Determine the total number of Queensland Branch registered competitors at the meet (e.g. 235).
 - 10.3.2 Determine the total number of Queensland Branch affiliated clubs participating at the meet (e.g. 31).
 - 10.3.3 Divide the total number of competitors (10.3.1) by the total number of clubs (10.3.2). Example: $235 / 31 = 10.48$.
 - 10.3.4 Take the answer to 10.3.6 to the lowest whole number, i.e.10.
 - 10.3.5 This would mean that the clubs eligible for the small club trophy will have 3 - 9 swimmers nominated and the large clubs will have 10 or more swimmers nominated.
 - 10.3.6 Work out the average points per club - divide the total number of points scored by a club by the number of competitors nominated from that club. Total club score can be found on Meet Manger under Reports. Example: Club scored 900 points, had 10 competitors nominated for the event, $900 / 10 = 90$. The club that scores the highest average points per swimmer per club is the winner of the relevant trophy (small/large club).
- 10.4 The Administrator is to organise the engraving of the Perpetual Trophies, located in the HQ of MSQ, with the relevant winners and add these details in the history of State Swim Meets.

10.5 The Administrator is to ensure that there are:

10.5.1 Enough medals for 1st, 2nd and 3rd per individual per event per age group for presentation.

10.5.2 Enough medals for 1st, 2nd and 3rd for each swimmer of a winner relay team for presentation.

11 MERCHANDISING

11.1 MSQ merchandise may be available through a preferred supplier

11.2 The supplier will make merchandise available online via a link from the MSQ website, pre and post the State Championships.

11.3 The preferred supplier, if applicable, will sell MSQ merchandise at the venue on the three (3) days of the State Championships

11.4 If the supplier is unable to sell the merchandise during the State Championships, then samples of the merchandise may be available during the swim meet, subject to the approval of the supplier. Orders shall then be taken during the course of the event.

12. SUMMARY

12.1 It is the responsibility of the BMB to sanction:

12.1.1 The location and venue of the State Swim;

12.1.2 The budget;

12.1.3 Functions (if applicable);

12.1.4 Date of the State Swim; and

12.1.5 All promotional flyers/material/logos

12.2 The Host club is organising the State Swim on behalf of the BMB and remains responsible to the BMB at all times. A Branch Meet Sanction form is to be signed by the Host Club.

12.3 In the planning and conduct of the State Swim, any departure from these guidelines is to be referred to the BMB for approval prior to their implementation.

12.4 Hosting a State Swim can be a rewarding experience for Clubs and their members. Be assured that the BMB is always willing to give assistance and advice to Clubs where necessary to ensure a successful outcome.

12.5 Individual clauses within this Procedure Manual may be changed by the BMB at any time, however, the entire manual shall be reviewed every four years.

APPENDIX A

Relay Rules as per GR & SW – MSA Rules**General Rules (MSA)****GR 8.3 Entry for Relay Events.**

- GR 8.3.1 There shall be four swimmers on each relay team. Mixed relays consist of two women and two men in any order (same as SW 10.9)
- GR 8.3.2 To be eligible to swim in a relay team, swimmers must have entered at least one individual event during the meet.
- GR 8.3.3 A Club may enter as many teams in a relay event as the Meet Director allows and the Meet Director may specify the number of teams eligible for points and awards.
- GR 8.3.4 The Meet Director shall, where possible, seed relay teams in age groups, starting with the oldest age group in heat one and ending with the youngest age group in the last heat. Where there are more nominations for an age group than the number of lanes the pool can swim as one heat, the total number may be equally divided to run two or more heats of that age group. The Meet Director may combine age groups in the same heat.
- GR 8.3.5 The name, gender, age and registration number of each team member and their order of competing shall be submitted before the race.
- GR 8.3.6 Any relay team member may compete in a race once only. (See SW 10.12).

Swimming Rules (MSA)

- SW 10.10 There shall be four swimmers on each relay team (see GR 8.3.1). Mixed relays consist of two women and two men in any order.
- SW 10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform or edge of the pool deck, or, if starting in the water, with the pool end wall before the preceding team-mate touches the wall shall be disqualified.
- SW 10.11 The swimmer who is next to swim in a relay team must be standing on the starting platform, or the edge of the pool deck, or in the water with one hand in contact with the pool end or the backstroke starting grips, immediately prior to his/her start. Running starts shall not be permitted.
- SW 10.12 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.
- SW 10.13 The members of a relay team, their registration numbers and their order of competing must be nominated before the race. Any relay team member may compete in a race only once (refer to GR 8.3.5). Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.
- SW 10.14M Any relay swimmer having finished his leg, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his leg. Otherwise the relay team at fault may be disqualified.
- SW 10.15M Should a foul endanger the chance of success of a swimmer, the Referee shall have the power to allow him to compete in the next or a later heat or, the Referee may order the heat to be re swum.
- SW 10.16 No pacemaking shall be permitted, nor may any device be used or plan adopted which has that effect.