

**Queensland School Sport**



# **10-12 years Swimming Competition Procedures**

**Updated 2/11/2020**



QUEENSLAND GOVERNMENT

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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) 10-12 years Swimming sports specific committee follows:

- Queensland School Sport Management Group (QSSMG) Competition Procedures.
- Queensland School Sport 10-12 years Swimming Competition Procedures

QSS 10-12 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)

3.1.1.1 Each competing region may nominate the following:

3.1.1.1.1 In all 50 metre, 100m and 200m events, up to a maximum of 2 'automatic' nominations will be accepted.

**Note:** Regions should ensure that the swimmers selected under this rule still have a high level of skill and speed (close to the QSS qualifying time).

3.1.1.1.2 In all 50 metre, 100 metre and 200 metre events a further 3 nominations making a maximum of 5 swimmers per event who must all equal or be faster than the Qualifying Time.

3.1.1.1.3 In all 400 metre events, a maximum of 2 swimmers who must both equal or be faster than the Qualifying Time.

3.1.1.1.4 If the region uses paper nominations then the time must have been swum at a recognised Swimming Queensland or Swimming Australia event on or after 1 July, the previous year.

- 3.1.1.1.5 A region will be allowed to exceed the number of nominations in section 3.1.1.1.2 above provided that all competitors nominated for that event have swum a time which would have equalled or faster than the EXTRA qualifying time at their respective regional trials or if paper nominations are used then rule 3.1.1.1.4 must be followed.

3.1.1.2 Nominations - Relay Events

- 3.1.1.2.1 Each Region may nominate three relay teams in each event when a ten-lane pool is available and two teams when an eight-lane pool is available.
- 3.1.1.2.2 Places 1, 2 and 3 in relay events will be determined on times (i.e. no finals).
- 3.1.1.2.3 Teams should be made up of swimmers from one region.
- 3.1.1.2.4 A team can be made up of swimmers from two or more Regions provided it meets the following criteria:
- i) Every effort has been made for individual regions to make teams using swimmers from their own region.
  - ii) Once a region has made its own teams using its strongest swimmers it may allocate swimmers to another region.
- 3.1.1.2.5 Relay team names and date of birth must be submitted prior to the event. This can be submitted through team manager meet manager or on the relay nomination sheet.
- 3.1.1.2.6 It should be every regions endeavour to swim all swimmers whether in a straight or combined team.
- 3.1.1.2.7 Relay competition will be conducted in individual age groups.

3.1.1.3 Nominations – Procedure

A computer nominations package and detailed instructions will be forwarded in February. Nominations are to be forwarded to the designated officer. Late nominations will not be accepted.

3.1.1.4 Nominations - Students with Disabilities

- 3.1.1.4.1 All Multi Class must have an official sporting wheelies, deaf sports or life stream classification. Enter this as the swimmer's classification.
- 3.1.1.4.2 All competitors must complete the classification forms for their disability area and have this classification ratified by the National Disability Sporting Body prior to competing.
- 3.1.1.4.3 Present disability classification card to the regional delegate one week prior to competition meet. The regional delegate will present the card to the meet director at the meet.

3.1.1.5 Multi Class formula

Multi-class placings are determined by using the Australian Paralympic points system in the Swimming Meet Manager program.

#### 3.1.1.6 Order of Events

As the State Championships will be conducted in five sessions, the order of events has been arranged so that the heats and finals of each event will be swum in the same session. All events 200m and over will be timed finals.

#### 3.1.2 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.

#### 3.1.3 Warm downs

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

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

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

#### 3.1.4 Entry to pool deck

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

3.1.4.2 Bags will not be permitted onto the pool deck.

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

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

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

#### 3.1.5 Coach accreditation/pool deck entry

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

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

3.1.5.3 Applicants must have a current Blue Card.

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

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

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

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

3.1.6 Marshall area

- 3.1.6.1.1 All competitors should wait until their event is called before moving to the marshalling.
- 3.1.6.1.2 Competitors are not permitted to leave the marshalling area once they have been marshalled.
- 3.1.6.1.3 To ensure a clear pool deck, competitors should only bring necessary equipment.

3.1.7 Related forms

- A. Availability form – to be collected by regional managers and submitted at pre-championship meeting
- B. Substitutions form
- C. Relay form
- D. Project consent form – Project consent summary to be submitted with nominations.

3.1.8 Order of events – refer Appendix A

3.1.9 Session time information – refer Appendix B

## 3.2 State Championship Competition Rules

3.2.1 The State Championships will be held Term 1, in a week close to the Easter vacation and concurrent with the 13-19 years championship.

3.2.2 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.

3.2.3 All competitors must be bona-fide pupils of Queensland Schools, which are affiliated with Queensland School Sport.

3.2.4 Swimsuit guidelines

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

3.2.4.1.2 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

3.2.5 Children aged 10, 11 and 12 during the calendar year are eligible to participate. Ages are calculated to the year of birth.



3.2.6 Children may start in all individual age and open (12 and under) events (four strokes and individual medley).

3.2.7 Finals

3.2.7.1.1 All 50m and 100m able bodied events will be conducted as heats and finals.

3.2.7.1.2 All other events will be conducted as timed finals.

3.2.8 Medley relay teams consist of four swimmers, each of whom will swim 50 metres - the first swim backstroke, the second breaststroke, the third butterfly, and the fourth freestyle.

3.2.9 Substitutions

Substitution will be allowed only in the heats of individual events, provided that:

3.2.9.1.1 They have met qualifying standards.

3.2.9.1.2 Such notification of substitution must be in the hand of the Championship Director or their nominee one half-hour before the start of the first event of the session in which the heats are swum.

3.2.9.1.3 Such requests for substitution to be in writing

3.2.9.1.4 Certification of correct age, certified by the Principal or Manager, must accompany such request for substitution.

3.2.10 Withdrawal and Marshalling

3.2.10.1.1 Any entrant who fails to report to the marshalling area at least ten minutes prior to the scheduled time for the start of the session on that day if entered in the first or second events, or at the time of the start of an event at least two events prior to the event in which they are entered shall be deemed to be withdrawn. All heats shall be deemed to be one event for the purpose of this rule.

3.2.10.1.2 In all competition, finalists, and reserves (there shall be only two reserves listed) wishing to be withdrawn from a final shall do so in writing and signed by the competitor or his/her manager within 30 minutes of the final being posted.

3.2.10.1.3 An entrant not having withdrawn as herein before provided who does not compete in the event, shall be deemed a late withdrawal except where there are medical reasons or proven hardship, and as such shall be debarred from competing in the next entered event.

### **3.3 School Based Competitions**

3.3.1 School/Zone/District and Regional Based Championships

To ensure a fair selection process and equity for all swimmers in each region the following progression is recommended. Each level should conduct a meet. In some areas some of the steps below may be combined.

School ⇒ Zone/District ⇒ Region ⇒ State

It is desirable that each region conducts regional championships from which their team is selected.

### 3.3.2 Paper nomination selection:

3.3.2.1 Although some small regions with limited nominations may need to use this process, larger regions should run all events presented at the state championships at a regional meet to ensure fair and equitable selection of the regional team.

3.3.2.2 Except for small regions the use of paper nominations for selection to the State meet is not recommended due to the inaccuracies of the nominations presented.

Rules at these meets should be in accordance with Swimming Queensland and QSS 10-12 years Swimming rules and guidelines.

Regions, zones or districts may contact QSS 10-12 years Swimming Committee members for advice on how to run their meet.

### 3.3.3 10-12 years Relay Carnival

Each year the QSS 10-12 years Swimming Committee host an Annual Invitational Relay Carnival. This is generally held in November at the Sleeman Sports Complex, Chandler and is open to nominations from any school with 8-12 year old students.

## 3.4 Sponsorship

# 4 Access to State Championships

## 4.1 Eligibility

## 4.2 Schools of Excellence

## 4.3 Guidelines for Gender Equity in Sport

# 5 Conduct of State Championships

## 5.1 Championship Host

## 5.2 Participation

### 5.2.1 Project Consent (Media Release)

Each swimmer must complete a Project Consent form at Regional level. Regional Managers should submit the name of swimmers who have not given consent via the media release form.

## 5.3 Finance

### 5.3.1 Nomination fees

- 5.3.1.1.1 The student nomination fee will be announced in a bulletin to all regions early in the year of the championships.
- 5.3.1.1.2 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.
- 5.3.1.1.3 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**

- 5.6.1.1.1 Protests to the referee by a team manager on behalf of a swimmer must be made through the meet director.
- 5.6.1.1.2 Protests must be submitted:
  - (a) in writing; and
  - (b) within 30 minutes following the conclusion of the respective event.
- 5.6.1.1.3 All protests shall be considered by the referee.
- 5.6.1.1.4 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 meeting 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 this 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

A team photographer will be arranged by the host region. Times and bookings are to be organised by individual regions.

## 5.16 Trophies and Presentations

5.16.1 Competitors placed 1st, 2nd and 3rd in the finals of individual events and in relay events, will receive medals. Places for relay events will be determined on times (i.e. no finals will be swum). All competitors who swim in the final but do not place 1st, 2nd, or 3rd will receive a finalist ribbon.

5.16.2 The State Championships will conclude with the naming of the state team and the presentation of four trophies. Note: all regional teams should schedule transport to leave the competition arena at a time, not before 3.30pm on the final day of competition.

### 5.16.2.1 Trophies

- “*Tom Andrews Average team trophy*”: This trophy is calculated from points earned in overall placing divided by the number of the in that team points scale is as follows: 1<sup>st</sup> 20 points 2<sup>nd</sup> 15 points 3<sup>rd</sup> 12 points 4<sup>th</sup> 10 points reducing by one point to 12<sup>th</sup> place and then all other swimmers one point.
- Overall Team Trophy. This trophy is calculated from points earned in overall placings as listed above.
- Age Championships: Points scale is as follows: 1<sup>st</sup> six points 2<sup>nd</sup> three points 3<sup>rd</sup> two points. Selection of each swimmer is made by a panel made up of the chair or deputy chair and the meet director. Consideration is made of the number of points gained in the finals and the number of records established.

Years	Boys	Girls
12 years	Graeme Freeman Trophy	Jeanette Kellett Trophy
11 years	Ray Cooper Trophy	Margaret Pugh Trophy
10 years	Sylvia Smith Trophy	David Andrews Trophy
Open	Multi Class swimmer of the meet: Sue Fleming Trophy	

## **5.17 Areas of Responsibility**

### **5.17.1 Queensland School Sport 10-12 years Swimming Committee will:**

- 5.17.1.1.1 Provide some funding from general sponsorship.
  - 5.17.1.1.2 Distribute annually to regions the program and conditions that will be used.
  - 5.17.1.1.3 Book suitable venue.
  - 5.17.1.1.4 Produce a quality printed program acknowledging the contribution of sponsors.
  - 5.17.1.1.5 Distribute nomination forms and files.
  - 5.17.1.1.6 Distribute guidelines to the host region on the running of the State championships.
- 5.17.1.2 Coordinate nominations received from regions into the program.
- 5.17.1.3 Purchase medallions and ribbons for the championships.
- 5.17.1.4 Organise swimming officials.
- 5.17.1.5 Conduct pre and post championship meetings held during the state championships.

### **5.17.2 The Host Region will:**

- 5.17.2.1 Prepare a budget for the championships and convey this to Queensland School Sport 10-12 years swimming to be approved and then to be forwarded to Queensland School Sport for approval at least three months prior to the championships. However, the Queensland School Sport 10-12 years swimming with the agreement of the host region may undertake the financial operation of the championships.
- 5.17.2.2 Furnish a financial statement of the championships to Queensland School Sport 10-12 years swimming as soon as possible after the championships. Queensland School Sport 10-12 years swimming shall ensure the prompt distribution of the statement to all regions which competed at the championships.
- 5.17.2.3 Organise an appropriate dinner to which sponsors and local departmental officials shall be invited.
- 5.17.2.4 Service sponsors according to Queensland School Sport 10-12 years Swimming policy.
- 5.17.2.5 Ensure that code of behaviour is adhered to at all times.
- 5.17.2.6 Attempt to secure media coverage.
- 5.17.2.7 Within one month provide Queensland School Sport 10-12 years swimming with a written report on the State Championships.
- 5.17.2.8 Coordinate transport.
- 5.17.2.9 Ensure shade is provided in open venues.

### 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. Regional managers must submit their team’s forms to the meet director, in alphabetical order, at the pre-championship 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 10 - 12 Years Swimming State 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		50 Fly	100 Fly		50 Breast	100 Breast		50 Back	100 Back		200 IM
<b>10 years</b>	4	3			3	3		3	3		3	3		3
<b>11 years</b>	4	3			3	3		3	3		3	3		3
<b>12 years</b>	4	3			3	3		3	3		3	3		3
<b>12 years &amp; Under</b>			3											

	50 Free	100 Free	200 Free		50 Fly	100 Fly		50 Breast	100 Breast		50 Back	100 Back		150 IM (SM 1-4)	200 IM
<b>Multi-class 10-12 years</b>	4	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 **For Queensland team selection purposes only:** If in a final there is a tie that would create a group of swimmers greater than the School Sport Australia eligible number of competitors for that event, then a swim-off will be used to break the tie. In the case of tie between a swimmer competing at the state championships and a swimmer who has applied for exemption, the swimmer competing at the state championships will be selected.

## **6.3 Participation at National Events**

6.3.1 The State Managers shall provide all available information concerning the State Team to the students immediately upon selection. Further information shall be provided as soon as possible after the invitation has been accepted.

## **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 10-12 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**



# Appendix A: Order of events

Please note that the order of events will be reviewed every January prior to the state championships.

## Events

YRS	50 free	100 free	200 free	400 free	50 fly	100 fly	200 fly	50 back	100 back	200 back	50 breast	100 breast	200 breast	200 IM	400 IM
10	✓	✓			✓	✓		✓	✓		✓	✓		✓	
11	✓	✓			✓	✓		✓	✓		✓	✓		✓	
12	✓	✓			✓	✓		✓	✓		✓	✓		✓	
10-12			✓	✓#			✓#			✓#			✓#		✓#
MC 10-12	✓	✓	✓		✓	✓		✓	✓		✓	✓		✓	

✓ # Places in these events are not typically selected to represent Queensland.

## Event Order

### Day One Session One

Age	Distance	Stroke
10-12yrs	400m	Freestyle Final
Multi Class	100m	Freestyle Final
10 yrs	200m	Individual Medley Final
11 yrs	200m	Individual Medley Final
12 yrs	200m	Individual Medley Final
Multi Class	100m	Butterfly Final
Break		
10yrs	4x50m	Medley Relay
11yrs	4x50m	Medley Relay
12yrs	4x50m	Medley Relay
Multi Class	4x50m	Freestyle Relay (Mixed)
10yrs	4x50m	Freestyle Relay
11yrs	4x50m	Freestyle Relay
12yrs	4x50m	Freestyle Relay

### Day Two Session Two

Age	Distance	Stroke
10-12yrs	200m	Backstroke Final
Multi Class	200m	Individual Medley Final
10yrs	100m	Freestyle
11yrs	100m	Freestyle
12yrs	100m	Freestyle
10yrs	50m	Butterfly
11yrs	50m	Butterfly
12yrs	50m	Butterfly
Followed by finals		
Multi Class	50m	Butterfly Final

### Session Three

Age	Distance	Stroke
Multi Class	100m	Breaststroke Final
10yrs	100m	Breaststroke
11yrs	100m	Breaststroke
12yrs	100m	Breaststroke
10yrs	50m	Backstroke
11yrs	50m	Backstroke
12yrs	50m	Backstroke
Followed by Finals		
Multi Class	50m	Backstroke Final
10-12yrs	200m	Butterfly Final

### Day Three Session Four

Age	Distance	Stroke
10-12yrs	200m	Freestyle Final
Multi Class	200m	Freestyle Final
Break		
10yrs	100m	Backstroke
11yrs	100m	Backstroke
12yrs	100m	Backstroke
10yrs	50m	Breaststroke
11yrs	50m	Breaststroke
12yrs	50m	Breaststroke
Followed by finals		
Multi Class	50m	Breaststroke Final

### Session Five

Age	Distance	Stroke
10-12yrs	200m	Breaststroke Final
Multi Class	100m	Backstroke Final
Break		
10yrs	100m	Butterfly
11yrs	100m	Butterfly
12yrs	100m	Butterfly
10yrs	50m	Freestyle
11yrs	50m	Freestyle
12yrs	50m	Freestyle
Followed by Finals		
Multi Class	50m	Freestyle Final
10-12yrs	400m	Individual Medley Final

Key: Multi Class events



Not typically selected to represent Queensland



Note: All regions will be permitted to nominate five competitors per event. Additional competitors are also permitted provided that swimmer makes the "Additional swimmer qualifying time."

## Appendix B: Session Time Information

### Session Time Information

DRAFT Session time information

This information will be confirmed in the bulletins sent out by the host region.

NB: Session times are estimates only. The actual session times will not be known until all nominations have been received and the number of competitors in all events is known. The length of each session will depend on the number of swimmers.

Day	Time	Item
Arrival Day	2.30 pm - 4.30 pm	Team photos for regions who have booked with the convenor.
	6:00	Pre-championship Manager's meeting

Day	Time	Item
Day 1	7:30am - 9:30am	Team Photo
	9:00am	Gates open
	9:30am	Team organisation for March Past
	9.40 - 10:00 am	Opening Ceremony
	10.05-10.35 am	Warm Up for Session 1
	10:40am	Session 1
	12:30 – 12:45	Lunch break
	12:50	Session 1 Relays
	3:30	Approx finishing time
	6:30 for 7:00	Official dinner

Day	Time	Item
Day 2	8:00am	Gates Open
	8:05am – 8:45am	Warm Up
	9:00am	Session 2
	12:00	Lunch – includes Warm up
	12.30pm	Session 3
	4:00pm	Approx finishing time

Day	Time	Item
Day 3	8:00am	Gates Open
	8:05am – 8:45am	Warm Up
	9:00am	Session 4
	11:45pm	Lunch – includes Warm up
	12:15pm	Post-championship Meeting
	12:30pm	Session 5
	3:00pm approx.	Championship Concludes