



ASSOCIATED & CATHOLIC COLLEGES
of WESTERN AUSTRALIA

**Associated & Catholic Colleges
Of
Western Australia (Inc)**

***Charter of Operations
For
Inclusive Swimming Carnival
2021***

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1.0 Aim

The ACC Inclusive swimming carnival is an interschool swimming carnival in which ACC students with a disability have an opportunity to participate in an environment that encourages maximum participation.

2.0 General Information

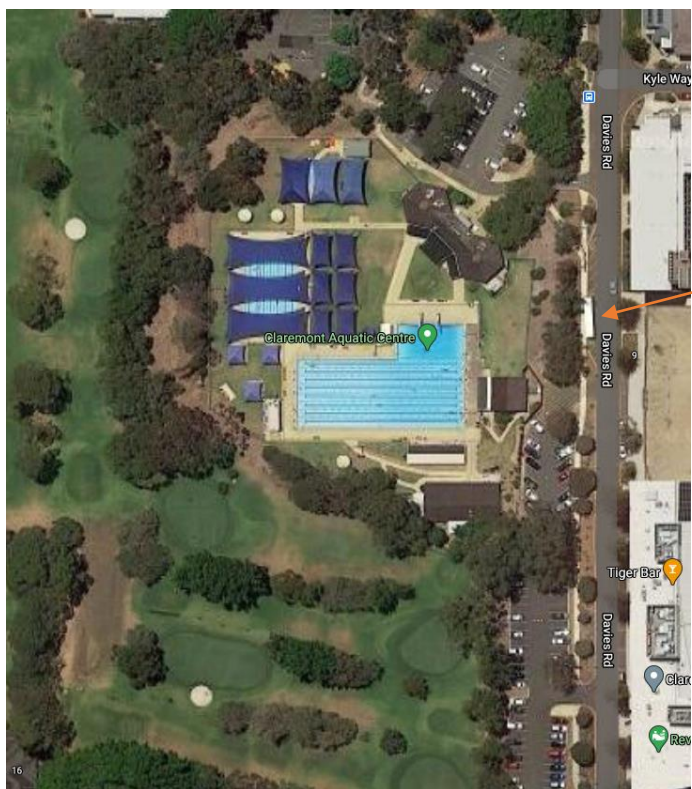
The ACC Inclusive Swimming Carnival will take place at the Claremont Aquatic Centre (12 Davies Rd, Claremont) on Friday the 12th of March starting at 930am.

Schools are advised to arrive at 9:30am to allow time to setup their school and prepare students to Marshall for the first event beginning at 10:10am.

For a full program of events see, [Program of Events 18.0](#)

3.0 Event Location

The Claremont Aquatic Centre is located at: 12 Davies Rd, Claremont, WA, 6010. Ph: 92854343



The venue provides a bus drop off lane on Davies Rd that can accommodate two large buses at a time. Once dropping of the schools, buses are advised to park in golf club overflow parking access via Lapsley Rd.

4.0 Nomination of Competitors

The criteria for nomination are as follows:

- Any student with a disability (years 7 to 12) **who has not, and is unlikely** to represent their school at the ACC Swimming Carnival will be eligible, whether enrolled in an Education Support unit or not. Schools are also encouraged to nominate students whose disabilities prevent them from inclusion in events in school based or house carnivals. **Students with a sport disability classification** participating in the ACC Divisional Swimming Carnival (HBF Stadium) may participate in non-medallion events only. E.G. novelty and swim events after the medallion race has been completed.
- **Events are separated into two age groups, Junior and Open.**
- **The exception is the 25m any stroke medal event, this is offered to U14, U15, U19 (Open)**
- **The junior age group comprises all students in the U/13, U/14, and U/15 age classification.**
- **The senior age group comprises all students in the U/16, U/17 and U/19 (open) age classification.**
- **Further information regarding the cut off dates for age group classification can be found in [Appendix 19.4](#)**
- There are separate gender events **for all events (as at 11 Jan 21) and gender restrictions apply.**
- **Students can participate in a maximum of three individual medal events and one relay medal event, there is no maximum amount of participation for novelty events.**
- Students competing in the 100m & 50m individual medal events **cannot** also compete in the 25m individual Anystroke event.
- **Schools may only nominate one student per medal event.**
- Events are not categorized by disability.
- **If there are not enough students in a particular age group to warrant running an event, students may move up and compete in a higher age group: however, students will not be permitted to compete in a lower age group classification.**
- Schools must be satisfied that each competitor is capable of swimming the designated distance. Schools are responsible for the safety and well-being of their students.
- A maximum of one (1) team (strictly one team) may be nominated in each age category for relay events.
- **Schools with insufficient numbers for the relay events may still nominate students and every effort will be made to make a team with an extra student from another school.**

5.0 General Competition Rules

The Inclusive Sports Carnival will not be strictly run in accordance with FINA rules and regulations. All carnival events will have placings based on “TOUCH ON WALL” as advised by Swimming WA. This means that all places are determined by touching the end of the pool (one or two hand touch is permissible), on completion of swim. It is also important to note that there are no classifications to separate disabilities only genders and age groups. That is, all events are multi-disability events.

Times for medal events will only be recorded for the student deemed to have placed first in that specific race. The first place student will be recognized with the corresponding event medal and a first place ribbon. Subsequent placings will be recognized on the day with a ribbon relating to the students finishing position.

Novelty events are participation based and provided as a “have-a-try” fun activity, positions in novelty events are not recorded and no medals or ribbons are rewarded for novelty events.

5.1 Event/Race Rules

Competitors begin all races under the direction of the Chief Starter. Competitors will be advised of their placing by the Referee who determines the final placings of all swimmers. Chief Timekeeper and Timekeepers will determine times only for individual medal events and relays.

Competitors may be assisted by their nominated carer in all sections of the race as long as they do not provide their students with any unfair advantage or impede/disadvantage a swimmer in another lane.

The commencement of an event will not be delayed for any competitor.

Start Procedures; the starter will give the instructions, “Take your Marks” and the swim horn will make a sound for “Go”. False starts may be called if swimmers break at the start. This is at the discretion of the Starter and will not incur any disqualification in the IS Carnival.

Competitors must stay in their allocated lane for the entire race. They must not leave the pool at any time until they have received their official placing from the Referee; with the exception of relay races, where swimmers will leave the pool when directed by the officials at each changeover. Carers must be ready to assist students out of the water whilst not interfering with other swimmers.

6.0 Competitor Seating / Marshalling

Inclusive Swimming Carnival competitors & spectators are to assemble under the main shaded area of Claremont Pool (situated between the 50m & 25m pools). These areas are clearly visible to all people entering the complex and will be sign posted. [See 16.0 Venue Map/ Plan](#)

Inclusive Swimming Carnival competitors for all 50m & 100m events will be marshalled on the southern side of the 50m pool where a permanent mini-grandstand exists. On completion of their event, competitors are able to re-join their schools under the main shaded area.

Presentations will be conducted at the western end (between main shaded area & in front of 25m pool).

7.0 Bathroom Facilities

Claremont Aquatic Centre provides ambulant toilets located on the Davies Rd side of the complex for students who require it, as well as general toilet and changeroom facilities. If schools require special or extra assistance for any student attending, please contact Claremont Aquatic Centre prior to the event.

8.0 Staff Supervision

Schools nominating students must make arrangements for adequate supervision. At least one staff member must accompany each nominated team of five with other staff as necessary to accompany supporters and swimmers who may have difficulty entering and exiting the pool.

Supervising staff cannot also act as carnival officials (i.e. judges/timekeepers). The participating schools *may need to* supply carnival officials separately. Staff/carers are permitted to assist competitors participate in an event; **however their assistance is not to give 'extra' or 'unfair advantage' to or influence the outcome.**

9.0 First Aid

Minor injuries are to be attended to by the individual school staff (bring own first aid kit).

Injuries of a more pronounced nature are to be treated at the First Aid Post of the Claremont Pool (located behind reception).

Students requiring First Aid care must be under the supervision of a staff member so that their relevant case history and specific needs are communicated to the first aid officer.

10.0 Spectators

Spectators are to be supervised by staff at all times and are to be kept well clear of officials, competitors and pools.

11.0 Weather Considerations

Schools are advised to make sure students are adequately prepared for the weather conditions. In particular that adequate sun protection is worn. **The Inclusion and Participation Manager will advise schools prior to the event if any cancellations is caused due to inclement weather.**

12.0 Officials and Staffing

Participating schools are to provide officials in accordance with requirements listed on the officials and competitors nomination form. *Where possible, Notre Dame Students and host schools students will be utilised first.*

Staffing/Supervision requirements:

1. – to assist competitors at the start of an event (e.g. swimmers may start the individual or relay legs in the water or stay in the water at the 'start end' during a leg in a relay). The staff member must be prepared to get wet!
2. - to assist competitors at the end of an event or at the end of a leg in a relay (e.g. swimmers may start the individual or relay legs in the water. Relay swimmers may stay in their lane at the 'finish' end until the relay event is finished).
3. LIFEGUARD/ATTENDANTS – suitably qualified lifeguard/attendants will be provided by **Claremont Aquatic Centre**.
4. - SPECTATOR – All schools spectators are to remain under the shaded area.

For a full List of officials requirement, [see appendix 19.1](#)

13.0 Nominations

All nominations are to be submitted electronically on the spreadsheet provided by the ACC. The nomination sheet can be downloaded off the ACC web site by clicking the following link:

<http://www.accsport.asn.au/carnivals/para-sport/swimming-para/nominations>

Download the form, save it to your computer, complete the form, save the form and then email the form as an attachment to the ACC at: jason.marrable@cewa.edu.au

Please contact the ACC office at the above email if you have any problems or queries regarding nomination.

14.0 Host School Duties

The Inclusive Sporting Program Host School and Deputy Host School is to undertake a number of additional duties at the Inclusive Swimming Carnival to ensure the event runs effectively. The host school is provide a ***Carnival Supervisor, Officials Supervisor, Principal*** for end of day presentations and a number of student officials / volunteers to fulfill the required roles throughout the day. The Deputy Host School is also to provide student officials to assist in fulfilling the required officials roles on the day. For a full description of officials roles please see see appendix 19.1.

The student officials nomination spreadsheet will be sent to the host school by the ACC Inclusion and Participation Manager.

15.0 Presentations

At the conclusion of the program of events students will be commended for their efforts and participation in the event. In addition, students who placed first in a medal event will be asked to stand to recognise their achievement. All competitors will be presented with a certificate of participation, It is intended that these be presented at a school assembly post carnival.

At the end of day presentation the **Sue Bigelow Spirit Shield** will be presented by the HOST SCHOOL in conjunction with a representative from the ACC:

The receiver of the shield will have displayed outstanding commitment and support for the involvement of their students in the ACC Inclusive carnival. The winner of the award will be the school that most embodies the ACC maxim of “Sport in the Right Spirit” and has provided its students with outstanding opportunities for participation, school/team spirit, personal development and leadership. The following attributes will be used as a guide to assess the merits of each school in the event.

- Participation (competitors, spectators, officials, staff).
- Team spirit/support: cheering, uniform, banners, identity, community.
- Leadership: officials (staff and students), personal responsibility.
- Inspiration/Diversity: participation/involvement above and beyond the norm which serves as inspiration to others.

16.0 No Limits Program in ACC Swimming Carnivals

In addition to the Inclusive Swimming Carnival, ACC students with a disability are able to compete in the mainstream ACC Divisional Swimming Carnivals held in Term 1 at HBF Stadium. However, to compete, students must hold a multi-class swim classification appropriate to their disability. Students competing at the ACC Divisional Swimming Carnivals under a multi-class swim classification will compete in a No Limits classification where their times will be used in competition against other students in the same multi-class swim classification, in addition to competing against ACC No Limits records and for ACC All Star recognition.

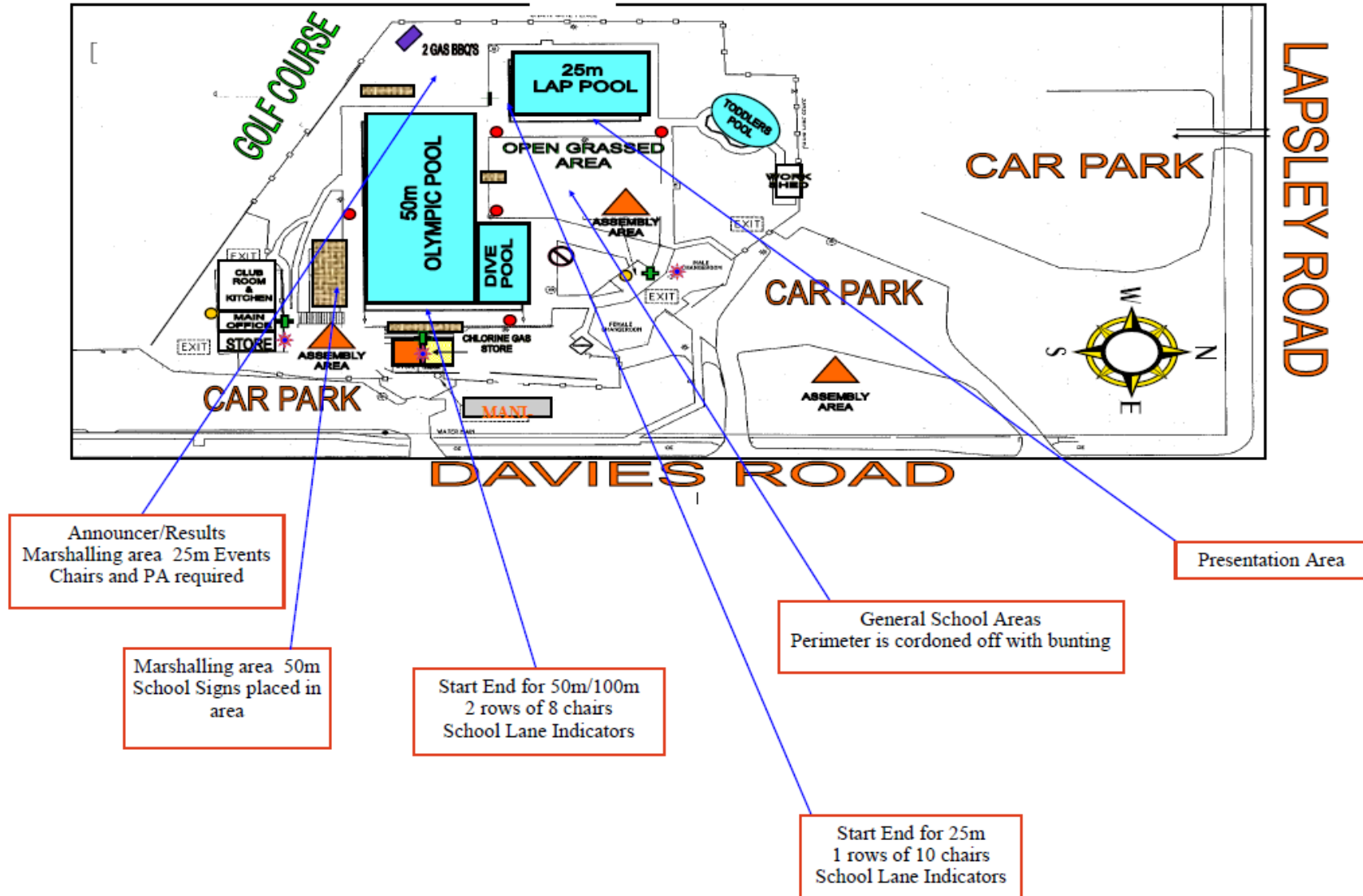
Obtaining a Multi-class Classification:

Each disability (Vision, Physical, Intellectual...) requires a different *Provisional* classification process. These forms are to be completed by both parents and/or treating doctors and physiotherapists. Some students may already have a classification or have the information required to complete one recently done. This will make the process easy and efficient. Please contact the ACC Inclusion and Participation Manager for further require more information about specific multi-class classifications.

Provisional Classification: Via request students with a disability may participate at the ACC Divisional Swimming Carnival under a provisional classification (Please contact the ACC Inclusion and Participation Manager for further information. **However,** students participating under a provisional classification will not have their times count towards ACC No Limits competition and ACC Records.

17.0 Venue Map / Plan

CLAREMONT POOL SITE MAP



18.0 Program of Events

Time	Event No.	Event	Age	Pool	Competitor numbers (per school)
10:10	1	Boys 100m Freestyle	Open	50m	1
10:10	2	Boys Novelty Freestyle	Junior	25m	
10:15	3	Girls 100m Freestyle	Open	50m	1
10:16	4	Girls Novelty Freestyle	Junior	25m	
10:20	5	Boys 50m Freestyle	Junior	50m	1
10:22	6	Boys Novelty Freestyle	Open	25m	
10:25	7	Girls 50m Freestyle	Junior	50m	1
10:28	8	Girls Novelty Freestyle	Open	25m	
10:30	9	Boys 50m Freestyle	Open	50m	1
10:35	10	Girls 50m Freestyle	open	50m	1
10:50	11	Girls Novelty Breaststroke	Open	25m	
10:40	12	Boys 50m Breaststroke	Junior	50m	1
10:45	13	Girls 50m Breaststroke	Junior	50m	1
10:48	14	Boys Novelty Breaststroke	Open	25m	
10:50	15	Boys 50m Breaststroke	Open	50m	1
10:55	16	Girls Novelty Breaststroke	Junior	25m	
10:57	17	Girls 50m Breaststroke	Open	50m	1
11:05	18	Boys Novelty Breaststroke	Junior	25m	
11:05	19	Boys 4x50m Freestyle Relay	Open	50m	4
11:10	20	Girls 4 x 50m Freestyle Relay	Open	50m	4
11:20	21	Boys 25m Backstroke	Junior	25m	1
11:24	22	Girls 25m Backstroke	Junior	25m	1
11:28	23	Boys 25m Backstroke	Open	25m	1
11:32	24	Girls 25m Backstroke	Open	25m	1
11:36	25	Boys 25m Any Stroke	U/14	25m	1
11:42	26	Girls 25m Any Stroke	U/14	25m	1
11:48	27	Boys 25m Any Stroke	U/15	25m	1

11:55	28	Girls 25m Any Stroke	U/15	25m	1
12:00	29	Boys 25m Any Stroke	U/19	25m	1
12:05	30	Girls 25m Any Stroke	U/19	25m	1
12:10	31	Boys 4 x 25m Novelty	Junior	25m	4
12:17	32	Girls 4 x 25m Novelty	Junior	25m	4
12:25	33	Boys 4 x 25m Novelty	Open	25m	4
12:30	34	Girls 4 x 25m Novelty	Open	25m	4
12:40		Presentations		25m	

19.0 Appendix

19.1 Official's Role Descriptions

19.1.1 Inclusive Sports Carnival Manager (ACC)

- Create/edit/ disseminate ACC IS Carnival charter
- Attend IS Carnival planning meetings
- Collection of all competitor and official nominations
- Organization of officials
- Liaison with local council/pool management
- Production and dissemination of programme of events
- Prepare event equipment
- Collection and update of all results
- Booking of venue, first aid, amenities, marquees, announcing equipment
- Production of certificates
- Edit ACC Yearbook

19.1.2 Carnival Manager

- Overall supervision of activities at the carnival
- Coordinator of all officials at carnival (university and school students)
- Dissemination of all instructions to officials/ competitors
- Coordination of student assistants
- Act as presentations coordinator with School Principal

19.1.3 Announcer

- Announce start of first event, declare carnival underway.
- Welcome to all schools.
- Ensure all officials are in position at their designated areas.
- Welcome spectators to Carnival.
- Announce results (first placegetter, school and times) as they come to hand.
- Call for silence at the start of events, if necessary.
- Call race progress, especially near finish, where possible.
- Highlight any keenly contested competitions in particular events if appropriate.
- Keep non competing competitors in their competitor seating areas.
- Direct movement of seating of schools if required by Carnival Manager.
- End of Carnival -Introduce Presenter of Awards

19.1.4 Chief Starter

- Ensure start of each event is strictly to schedule.
- Place competitors 1m behind the start line in their designated lane
- Explain start procedure (take your marks – start signal/horn)
- Start event
- Re-schedule re-starts
- N.B. False starts do not result in disqualification

19.1.5 Chief Marshall (25m & 50m)

- Marshall Students prior to start.
- Record/edit student names on marshalling sheets.
- Marshalling sheet to *Check Starter*
- Ensure students/schools are in correct lanes & events.
- Assist schools with composite relay teams if necessary.

19.1.6 Referee

- Coordinate finish results
- Receive the Marshalling/Result Sheet from Carnival Manager or Check Starter's student officials
- Supervise judging of finish positions
- Write finish positions on Marshalling/Result sheet
- Dismiss swimmers (back to the team area)
- Give completed Result Sheets to Results Administrator

19.1.7 Check Starter

- Receive marshalling sheets for each event from the marshal student officials.
- The Check Starter shall check to see that the competitors are competing in their correct event and event number. **The Check Starters student assistant chauffers the competitors from the marshalling area.**
- The Check Starter places each competitor in his correct lane or station, assembling the competitors on an assembly line (of chairs) three (3) metres behind the starting blocks.
- When all competitors are placed in the assembly line, the Check Starter signals to the Starter that all is ready. **Marshalling sheet to Referee via student helpers**
- It is NOT the duty of a Check Starter to judge if a competitor has had a false start - this is a matter for the STARTER only.

19.1.8 Chief Timekeeper

- Time and record the time for **1st place only**.
- Check all watches before the start of the meet, by calling all timekeepers and the starter together. The Starter shall explain the method of start. Following a warning command from the Starter, the watches are stopped on the starting signal, and checked for accuracy. Instruct timekeepers to "clear their watches" for the commencement of the next event.
- Signal the referee when all timekeepers are ready.
- If a single lane fails to register a time then the chief timekeeper notifies the referee. The swimmer will be allocated a position accordingly as deemed by the referee.

19.1.9 Results Administration

- Receives completed Marshalling sheet from Referee with first place time and placings
- Record winning Individual or school team(relay) onto the recording sheet
- Write neatly and clear

19.2 Marshalling / Results Sheet

ACC Inclusive Sports swimming Carnival

Marshalling / RESULT SHEET

2021

EVENT NO		AGE	
EVENT NAME HEAT:		EVENT TIME	

***PLEASE NOTIFY REFEREE IF HEATS ARE REQUIRED PRIOR TO THE COMMENCEMENT OF THAT EVENT.
NUMBER EACH MARSHALLING SHEET ACCORDINGLY TO HEAT NUMBER***

LANE	SCHOOL	1st NAME	SURNAME	TIME	PLACE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Once Sheet has been completed by Referee with 1st place Times, send to Recording Table

19.3 Presentation Guide

Order of Proceedings and Presidents Address

Procedure	<u>Conducted by</u>
1. <i>SBS Shield arranged on table</i>	<i>ACC Sports Administration Officer</i>
2. <i>Introduction</i> Background – This carnival in relation to the series Of carnivals last of 10 carnivals Previous carnival SBS Shield recipient (Mercedes College)	<i>ACC Sports Administration Officer</i>
3. <i>Introduce president or His/Her representative</i>	<i>Carnival Manager HOST School</i>
4. <i>Principals Address</i> Thank you to – ACC Staff- Inclusion Officer	<i>Servite College Principal</i>
<hr/>	
Carnival Officials	
Venue Duty Manager	
Claremont Pool Staff	
Notre Dame University Students	
Host School- <i>Servite College</i>	
<i>John XXIII</i> Students	
Supervising Staff	
Spectators	
Team Coaches and Managers	
Competitors	
5. <i>Results</i>	<i>Ask All Medallion Winners to Please Stand</i>
Winner of the Sue Bigelow Spirit Shield	
6. <i>Conclusion</i>	<i>Sports Coordinator— Servite College Carnival Manager</i>
Dismissal of spectators and competitors.	

19.4 Age Group Classification

AGE GROUP CLASSIFICATION 2021												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2009	2008	2008	2007	2007	2006	2006	2005	2005	2004	2004	2003
January	U13		U14		U15		U16		U17		OPEN (U19)	
February	U13		U14		U15		U16		U17		OPEN (U19)	
March	U13		U14		U15		U16		U17		OPEN (U19)	
April	U13		U14		U15		U16		U17		OPEN (U19)	
May	U13		U14		U15		U16		U17		OPEN (U19)	
June	U13		U14		U15		U16		U17		OPEN (U19)	
July		U13		U14		U15		U16		U17		OPEN (U19)
August		U13		U14		U15		U16		U17		OPEN (U19)
September		U13		U14		U15		U16		U17		OPEN (U19)
October		U13		U14		U15		U16		U17		OPEN (U19)
November		U13		U14		U15		U16		U17		OPEN (U19)
December		U13		U14		U15		U16		U17		OPEN (U19)

RED = Junior Age Group Classification

BLUE = Senior Age Group Classification