

# Swim Ireland Connacht - Swim Meet Protocol - 2021/22

## 1 Introduction

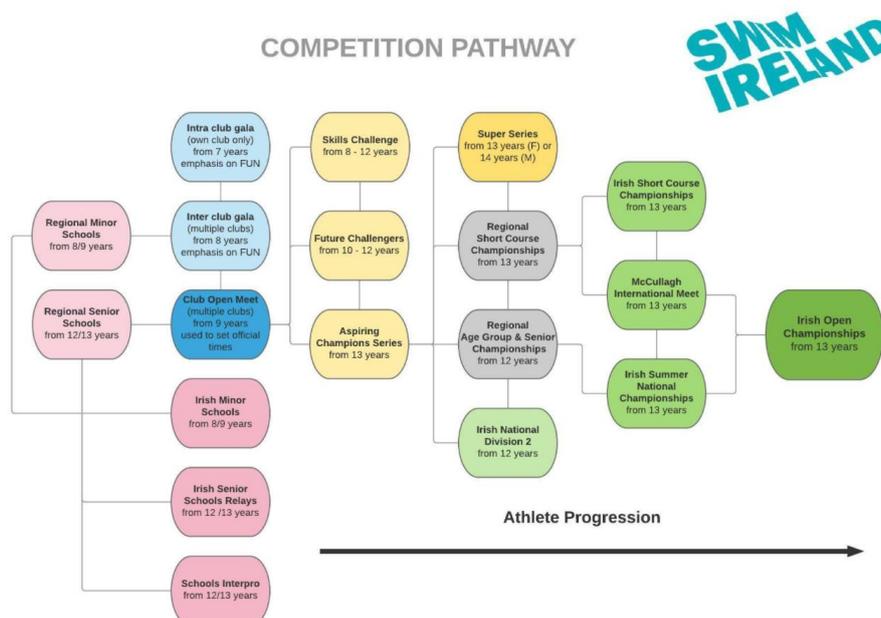
Swim Ireland have set out a pathway for swim meets from club based competitions through to regional competitions and onwards to national level. The various national competitions are addressed by various national committees and Swim Ireland Office Staff. The Connacht region supports these through its Officials and volunteer base.

In accordance with the Swim Ireland constitution, the Connacht Region Management Committee (CRMC) is responsible for the “running of events suitable to the widest range of its membership”. This committee and its sub-committees work with volunteers and pool facility staff to deliver swim meet events to a consistently high standard.

The CRMC has developed the following guidelines to assist understanding of key roles engaged in swim meets and to assist swim event organisers across the province facilitating such events to a high standard. These guidelines will assist the various parties to understand their respective roles and responsibilities to ensure that meets are run safely, competently & in accordance with rules for competition as stated by Swim Ireland.

## 2 Swim Meets

The pathway for competitions within the region commences with internal club galas & skills challenges and progresses through various age based meet series to regional events such as Connacht Short Course Championship and Connacht Long Course Age/Group, Youths/Seniors Championships. In addition to these swim meets, clubs may host internal meets (Intra Club Meet) and invitational meets (Inter-Club Meet or Open Meet). A series of schools meets with associated pathways are also in place. The structure is outlined in the underlying diagram.



All competitions (other than schools' competitions or Inter/Intra Club Galas) to be age classified as of 31st December within the year in question. The plan follows a sequential swimming development model in age bands as follows:

- Intra-Club Galas from 7 years upwards. Such galas can be organised on 'blank' weekends on the season plan
- Inter-Club Galas from 8 years upwards (other than the Swim Ireland Christmas Cracker Gala which will be from 7 years upwards). Such galas can be organised on 'blank' weekends on the season plan
- Club Invitational/Open Meets from 9 years upwards. Such meets are predominantly to be utilised for entry into the Future Challenger Series, Aspiring Champions Series and/or the Super Series. However, they may also be used to qualify for Regional Championships and National Meets subject to licencing requirements. Such meets can be organised on 'blank' weekends on the season plan
- Regional Skills Challenge (In-house) from 8 to 12 years in the year that the season starts i.e in the 2021-2022 season, athletes born 2013 to 2009 are eligible to participate in such competitions
- Regional Future Challenger Series from 10 to 12 years
- Regional Aspiring Champions Series from 13 years upwards
- Super Series from 13 years upwards for females and 14 years upwards for males
- Regional Age Group & Senior LC Championships and National Division 2 Meet from 12 years upwards
- Regional SC Championships, National Meets/Championships from 13 years upwards

### 3 Swim Ireland Connacht Approved Meets

Before the conclusion of each swim calendar year, dates for national events and provisional windows for regional events are published by Swim Ireland and made available to Connacht Secretary. On the foot of this, a regional technical committee (Connacht Technical Committee CTC) will establish a provisional calendar of events for the region. This exercise will effectively layer the region's events onto the national calendar and establish a Connacht calendar. The chairperson of the committee is a member of the CRMC and can bring suggestions forward for discussion. It is the responsibility of the CRMC to implement any changes which it deems necessary.

The Connacht Competitions Committee (CCC) is appointed annually and the chairperson is a member of the CRMC. Once the calendar and format of the events have been approved, the chairperson of the competitions committee shall take over initial responsibility for the management of the events for the year. The ordinary members of the committee shall be assigned responsibilities by the chairperson as deemed necessary.

The CCC is responsible for the appointment of Meet Directors and Lead Referees for regional swim meets. To provide experience and succession planning, a rota of Meet Directors, Referees and key Officials will be established by the Regional Officials Co-ordinator at the commencement of each half swim year. This is to coincide with the Short Course and Long Course seasons. The officials will be taken from the Swim Ireland's register of qualified and vetted volunteers. Every attempt will be made to include probationary judges along with trained volunteers in rosters to ensure appropriate succession planning.

The CRMC and its sub-committees will be directly responsible for the running of the Aspiring Champions, Regional Schools and Regional Championship meets in the swim calendar. Licence applications will be arranged through the CCC. Future Challenger meets will be run through clubs across the sub-regions within Connacht.

The chairperson of the CCC, or a designated person from the committee, will liaise with clubs hosting Future Challenger Meets to ensure swim meets are run to standard and in accordance with the overall regional calendar. The CCC can assist clubs in hosting invitational meets but will not assume responsibility for the licence application or the running of the swim meet.

Clubs are encouraged to fulfil as many roles as they can with qualified Officials to reduce workloads and pressure on a small number of individuals. Club volunteers should be encouraged to partake in Swim Ireland Education courses and subsequently shadow qualified Officials at any available opportunity, to facilitate training for potential future accreditation. Officials courses at Level 1 (Timekeeping) and Level 2 (Judge) will be facilitated through the CCC, who will also coordinate attendees at the Officials School run by Swim Ireland.

#### 4 Definition of Responsibilities

##### Operational Management Committee

The operational management committee for each swim meet will be made up of the Meet Director, Lead Referee and Swim Meet Secretary. On the day of the competition this committee, would as a group, have ultimate responsibility for the competition and any decisions that need to be made on the day to ensure the safe and successful running of the competition.

##### Meet Director

The Meet Director is responsible for the organisation and co-ordination of all swim meet activities. It is preferable for the Meet Director to remain as overseer and not become directly involved in activities. Volunteers should be assigned areas of responsibility but overall responsibility resides with the Meet Director. The Meet Director will be experienced in the running of swim meets but doesn't not necessarily have to hold specific qualifications with the exception of safeguarding and vetting standards. The role should not count as one of the designated officials for meet licence purposes.

The areas of responsibility include, but are not limited to

- Liaise with facility management and club managers ensuring all health and safety standards are met;
- Procuring the awards;
- Ensuring that sufficient supplies of equipment and supplies necessary for the meet operation;
- Arranging catering and refreshments for the event;
- Liaise with the regional officials co coordinator and lead referee to ensure that sufficient officials are appointed to manage the event;
- Arrange for a "post swim meet" evaluation report to be forwarded to the CRMC.

##### Regional Swim Meet Secretary

- Meet set up on HyTek as per format, entry requirements and minimum standards agreed by the CRMC on advice from the CTC;
- Provide Regional Treasurer with report of entry fees due;

- Identify any potential problems and liaise with Meet Director, Lead Referee and CRMC as appropriate;
- Appoint official swim meet recorder and computer systems operators for duration of the event;
- Arranging for the printing of the meet programme which should contain draft programme with timelines, contact information for key personnel, health and safety information;
- Processing of scratch sheets and seeding of events. Once events have been seeded, heat sheets should be printed and distributed to all relevant personnel;
- Ensure that lane time sheets are printed and distributed to Director of Timekeeping;
- Ensure that heat sheets are distributed to line up personnel, meet director, referee;
- Sign any disqualification slips and ensure DQ is duly noted on results sheet;
- Once each event is completed, score the event in ranked order and print off copies of the results, one of which shall be retained and filed with meet paperwork;
- Ensure that results are given to announcer and posted in public viewing area;
- Ensure that copies of all documentation is retained post meet for a minimum period of three months including lane timer sheets, timing tape, disqualification slips and print off of results;
- Distribute results to all clubs and Swim Ireland recorder.

#### Regional Officials Co-ordinator

- Liaise with Meet Director to appoint lead referee;
- Co-ordinate with lead referee regarding requirements for trained officials and appointment of key personnel;
- Ensure that sufficiently qualified officials are present to oversee the training requirements of the regional trainees;
- Liaise with Swim Meet Secretary and meet director regarding entry numbers and prepare the officials roster for distribution through regional secretary;
- Liaise with Swim Ireland regarding training assessment requirements.

#### Lead Referee

- Must be qualified and have full knowledge of SI Rules and Event Regulations, FINA swimming rules, General Rules, By-Laws and Facility rules;
- Prior to the event must liaise with Regional Officials Co Coordinator regarding the allocation of officials. May exchange officials during the meet if not happy with performance;
- One hour prior to the meet should inspect the pool and facilities to ensure all standards and requirements are being met;
- Must ensure that officials have been fully briefed and are fully qualified (or are being supervised) to carry out their duties;
- Should ensure that all officials are in place and ready to proceed at commencement of event;
- Should address all protests regarding decisions.

#### Club & School Team Managers

- Must ensure that their swimmers are adequately supervised and follow all rules as laid down by the event organiser and all instructions issued by the officials;

- Must ensure that swimmers are on time for medal ceremonies and are appropriately dressed.

#### Club & School Coaches

- Must ensure that all entries are accompanied by times in order to facilitate seeding;
- Only club coaches may remain on poolside while the event is taking place, unless otherwise specified by the Meet Director;
- Club coaches must not impede the officials or swimmers in any way.
- If a disqualification occurs the club coach or team manager may approach the event referee and query the decision. Such queries may only be made to the event referee.

The following tables give an indication of activities and timelines associated with running a swim meet in the region.

5 Activities Prior to Swim Meet

Activity	Responsibility	By When
Review Swim Ireland Connacht event calendar for year	Club Secretaries	At commencement of swim year or throughout year
Provisionally book pool facility	Connacht Competitions Committee (CCC) for Aspiring Champions & Connacht Swim Meets; Club Meet Manager for Club Meets & Regional Future Challenger Series Meets.	Typically at least four months before date of proposed swim meet
Submit Meet License Application Form to the Connacht Meet Licence Officer.	Swim Meet Secretary	At least four weeks before swim meet
Determine format of the competition with agreement of Connacht Technical Committee (CTC)	Swim Meet Secretary	At least four weeks before date of proposed swim meet
Assign Meet Director	CCC Chair or Host Club Chair as appropriate	At least four weeks before swim meet
Appoint Lead Referee and determine availability of Officials	Meet Director	At least four weeks before swim meet
Publish Swim Meet details to all relevant club secretaries, including all arrangements for entries.	Connacht Secretary or Host Club Secretary	At least 2 weeks before swim meet
Confirm Officials	Meet Director	2 weeks before
Arrange PA and Catering	Meet Director	2 weeks before
Arrange touch pads and timing system	Meet Director	2 weeks before
Order medals	Meet Director	2 weeks before
Check availability of set of lap counters, stop watches, clipboards, pens, paper, printer cartridges etc.	Meet Director	2 weeks before
Meet with facility manager to review event logistics	Meet Director	1 week before
Review indicative session report to ensure it adheres to SI guidelines and issue to Meet Referee	Meet Director	1 week before
Issue session report and list of all officials to Connacht Meet Licence Officer.	Meet Director	1 week before
Issue Officials / Club roster	Connacht Secretary or Host Club Secretary	1 week before
Print Programmes	Meet Director	2 days before
Facility setup and checks completed	Meet Director	1 hour before

6 Activities during Swim Meet

Activity	Responsibility
Ensure pool set up is to standard including blocks, backstroke flags etc.	Meet Director
Verify connectivity between Meet Management software and timing system	Meet Director
Management of coaches/team manager’s meeting	Meet Referee
Enter scratches, seed competition and distribute paperwork as necessary	Swim Meet Secretary
Ensure officials are all signed in and ready for duty	Meet Referee
Completion of Referee check list before the start of the competition	Meet Referee
Post results in paper format within facility	Swim Meet Secretary

7 Activities after Swim Meet

Activity	Responsibility	By When
Incident Reports submitted to SI Competitions Officer	Meet Director	Immediately
Lodge all income (including entry fees) to the Swim Ireland Connacht bank account	Swim Meet Secretary	Within 1 week
Copies of all invoices for PA, Catering, Pool to be sent to treasurer for payment	Meet Director	Within 1 week
Coordinate income and expenditure for the event and submit to Connacht Treasurer	Swim Meet Secretary	Within 1 week
Results released in PDF and Hy-tek format to Connacht Meet Licence Officer.	Swim Meet Secretary	Within 1 week
Competition report including a complete list of all officials and a copy of the results in Hy-tek format completed and returned to Connacht Meet Licence Officer.	Meet Director	Within 2 weeks
Referee Report to be submitted independently to Connacht Meet Licence Officer	Swim Meet Referee	Within 2 weeks
Swim meet evaluation report completed and send to Connacht Secretary	Meet Director	Within 2 weeks
Connacht Meet Licence Officer to update national meet licence officer and arrange for acceptance of results	Connacht Meet Licence Officer	Within 2 weeks
Connacht Meet Licence Officer to update Connacht Secretary who will in turn issue results to clubs and arrange for posting on website	Connacht Meet Licence Officer	Within 2 weeks