

# SA SCHOOLS SPORT CHAMPIONSHIP 2018 MANUAL



## A PROGRAMME OF THE DEPARTMENTS OF SPORT AND RECREATION AND BASIC EDUCATION

### SWIMMING: Able body, SASAI, SASAPD

#### GENERAL INFORMATION

The venue for the swimming Competition will be finalized by SA Schools Aquatics, Swimming SA & SRSA.

1. FINA technical rules will apply to SA Schools Swimming Championships
2. IPC rules will apply when there are events for Para swimmers at the Championships.
3. If, due to weather conditions, any section of a swimming program cannot be completed the following will apply:
  - 3.1. On the final day of the competition, if the finals cannot be completed, the final results and medals will be awarded as per the results of the heats
  - 3.2 If on any other days, the finals cannot be completed, due to time constraints, the finals will either be rescheduled or the results awarded as per the heats results
  - 3.3 If circumstances require, any part of the program may be swum as timed finals.

#### 4 Eligibility:

- 4.1. All competitors must be **full-time learners at public, independent or LSEN schools** registered with the Provincial Department of Education.
- 4.2. **Swimming South Africa has decided that the qualifying times for SA Schools must be set approximately between SSA Level 2 and Level 3 times.**

- 4.3. A few Provinces held official Schools' trials/championships in February or March 2018 in preparation for the possible staging of SA Schools Championships in April 2018. These events were funded by the relevant Provincial Departments of Sport. The National event did not take place in April but had to be postponed to December 2018.
- 4.4. The age groups and events for December 2018 are not the same as 2017. Therefore, SA Schools Aquatics & SSA have agreed to make compromises on the basic rules for the provinces that have had trials at the beginning of 2018.
- 4.5. Provinces that held **official Schools trials** with their respective **Provincial federations** in February or March 2018 will have to obtain **current updated times** of swimmers (May to November 2018). The age groups and additional events will have to be taken in to consideration before selecting the team. The 40% transformation target will have to be adhered to. Proof of where the official updated times per athlete were achieved will have to be given when the technical entries are submitted.
- 4.6. All other provinces that did not have official schools' trials in February or March 2018 will have to adhere to the following rules:

In order to be selected for the Provincial Schools' team, **athletes have to attend the official Provincial Schools trials or championships** and adhere to all regulations set out by the Provincial Departments of Sport and Education. If a swimmer does not qualify at this event, he/she may attend a designated District or Provincial age group event administered under the auspices of the Provincial federation prior to the finalization of the selection process.

- 4.7. It is **not a requirement** that competitors are registered with a club for this competition. It is advisable that schools register all their swimmers with the district federation through their district schools' structure. The Provincial federation will then include all school swimmers on their database. It is however, imperative that those swimmers who are registered with SSA include their SSA registration number on their entries. This will enable SSA to include the times achieved at the SA Schools Championships on their database.
- The competition will be administered according to FINA rules.
  - Please note the FINA rules on swimwear: SW10.8; GR5.1, 5.2; 5.3; 5.4 & GR6 on advertising.
  - The Programme of events will be run according to the attached sessions and events.
  - Only **ONE** Relay team **per Province** may be entered.

- Eight / ten lanes will be used at the Championships

## **5. ENTRIES ADMINISTRATION**

5.1. Trials / selections have to be organized **with** the relevant Provincial federation. All times achieved at the Provincial trials HAVE TO BE ratified and included on the relevant SSA affiliate's database.

5.2. Trials to select the provincial Schools' team have to take place during the **2018/2019 swimming season** viz. May 2018 to March 2019. Due to the fact that **technical entries** close on **19 November 2018**, Provincial teams will have to be ratified **prior to submission to the relevant Provincial Departments of Sport** for online registration. SRSA has targeted **15 October 2018 for online entries** of all teams and verification procedures by SRSA.

5.3. Provincial schools' trials must be technically administered **with** the Provincial federation. **Please note that all technical officials at the schools' trials / championships have to be registered with SSA through their districts.**

5.4. Entries may ONLY be submitted electronically via the Team Manager Software. Please contact your Provincial Swimming Federation for help in this regard. SSA will e-mail the gala set up for "Team Manager", as per their regulations. **Submission of trials times held this season must be sent to SSA within 48 hours of the event.**

5.5. Provincial Team lists must be ratified by your **Provincial Departments of Education & Sport before ratification with the Provincial federation structure**. Please work closely with the Provincial federation regarding the use of Team Manager as the selected **Provincial** data processor must e-mail your entries to Swimming SA **by 19 November 2018**. These entries will then be forwarded to SA Schools.

5.5.1. NO Late Technical Entries will be accepted **after 19 November 2018**. Swimmers omitted from the team entries will not be permitted to swim at the Championships. **Please ensure that the full date of birth is included in the entries.**

5.5.2. The Meet Entry Lists (Psych sheet) will be forwarded to the team manager to check & corrections will be accepted until **26 November 2018** where after no additions to the team will be accepted.

- 5.5.3. Entry times must be included (for relays as well) otherwise the swimmer or relay team will not be seeded and will swim in the first heat. This includes Para swimmers. No entries will be accepted for individual, relay or Para events without times.
- 5.5.4. The **Province** must submit the entries. Entries will not be accepted from Regional or District structures by SSA.
- 5.5.5. Each competitor may enter a **maximum of four (4) individual events** as well as relay events. The four individual events may be in the swimmer's age group or open events.
- 5.5.6. Heats and finals will be swum for all events except those noted in the programme where timed finals will be swum.
- 5.5.7. Only **two swimmers per province** will be eligible for the **finals**.
- 5.5.8. If a province does not have a swimmer for an event, no entry must be submitted.
- 5.5.9. Confirmation of entries will be sent to the Provincial Team Manager as soon as possible after all the entries have been received.
- 5.5.10. Once you have received confirmation, please check to see if all the information is correct (including spelling errors). No "new" swimmers may be entered at the championship, as this constitutes a late entry.

## 5.6. RELAYS

- 5.6.1. **ONLY ONE** Relay team **per province** will be permitted.
- 5.6.2. Please refer to FINA SW10.10, 10.11, 10.12, 10.13, 10.14 for technical rules with respect to relays.

10.13 "The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between heats and finals of an event, provided that it is made up of from the list of swimmers properly entered by a Member for the event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in case of a medical emergency."
- 5.6.3. The final relay names (in order of Swim) will have to be submitted 60 minutes before the start of the session in which the relays take place Teams who do not submit their relay names on time, or who swim in an order other than the specified order will be

disqualified. No relay swimmers may be entered if they do not appear on the database, as this constitutes a late entry. Names of relay swimmers with their times must be included in the initial entries from provinces. It is the responsibility of the Provincial chairperson & general manager to check all names appearing on the psych sheets.

5.6.4. Corrections must be made & submitted to the chief recorder by the stipulated time. Confirmation of relay swimmers must be submitted on the given form at the managers' meeting. Final submission of relay swimmers in the correct following order must be submitted one hour prior to the start of the session of that relay event.

## 6. Age Groups

The age groups for the championships will be the year of birth. Please consult the following table for details:

### a. Primary Schools

11 – 12 Years	Born 2007, 2006
13 years	Born 2005

### b. High Schools

14 years	Born in 2004
15 years	Born in 2003
16 years	Born in 2002
17 – 18 years	Born in 2001, 2000

## 7. SUBSTITUTION, DISQUALIFICATION AND WITHDRAWAL

### (FINA GR7)

- It is mandatory for the Team Managers of the teams to take part in the Team Leaders (Managers) Meeting/s.
- Substitutions and withdrawals (scratching) must be handed in 1 hour before the Managers' Meeting.

- ONLY the General Provincial Team Manager will be allowed to withdraw or substitute swimmers at the Gala on the prescribed forms.

- **Substitution**

Any competitor entered may be substituted by another entered competitor at the Managers' Meeting. Substitution means that a swimmer withdraws from an event, and another swimmer takes his / her place. A swimmer who replaces another swimmer may still only swim four (4) events. If a team is found entering a swimmer into a 5<sup>th</sup> event, the swimmer will be disqualified from that event and will not be allowed to swim any other events including relays. A replacement swimmer must have been included in the original team list and will therefore appear on the database for the meet.

## 8. **Withdrawal**

Withdrawal (scratching) means the swimmer withdraws from the event and there is no one to take his/her place. Swimmers or relay teams not wishing to take part in a final in which qualification was earned, shall withdraw within thirty (30) minutes following the **preliminaries** of the event in which qualification took place. The Province of any competitor who withdraws from the heats/preliminary rounds after the Managers' Meeting or from the final more than thirty (30) minutes after the preliminaries of the event in which qualification was earned, shall pay the sum of five hundred (500) Rand, in the case of a relay, the sum shall be one thousand (1 000) Rand.

9. If a team does not have anyone entered in an event, they cannot "substitute" a swimmer into the event. If there is a withdrawal from the team after the entries have been submitted, the replacement must be e-mailed to the Chief Recorder. If a swimmer is ill and has to withdraw, a medical certificate is required from a doctor. No replacement swimmers will be permitted at the championship.

## 10. **Qualifying times**

- ⇒ Qualifying times have been set for all events taking in to consideration the Swimming SA Age group times.
- ⇒ **A province may enter a maximum of three swimmers per event in the heats that qualify** at the Provincial Championships / Trials. The Provincial Championships / trials must be administered **with** the Provincial Federation data processor. Please adhere to the qualifying times when selecting your team. If a province **does not have any swimmers that qualify**, according to the National times set, the province may enter **ONE fastest non-qualifier from the province per event**. (Please see the attached table for information). It is **not imperative for you to enter athletes in**

**every event.** It is essential that provinces use the National qualifying times as a guideline when entering non-qualifiers.

### **SRSA & DBE regulations for all codes of sport (11; 12; 13)**

#### **11. Medical Questionnaires. (SRSA/DBE regulation)**

Please make sure you have signed medical information from parents or legal guardians. A list of all your swimmers' medical aid details must be kept with you. There will be first aid available at the venue, but if a child needs to be taken to hospital, the hospital will not admit him/her without the medical aid details. There will be a doctor on standby at the Swimming venue. If swimmers are on medication or have a medical condition, managers must be kept informed. Please utilize the medical form approved by your Province.

#### **12. Parental Consent Form (SRSA/DBE regulation)**

Please contact your provincial Departments of Education & Sport for a parental consent form. Please bring this to the Team Managers' Meeting.

#### **13. Proof of date of birth (SRSA/DBE regulation)**

The following documents must be utilized to verify the date of birth for competitors:

- Original I.D. document OR certified copy thereof by a Commissioner of Oaths  
OR
- Original Passport or certified copy thereof by a Commissioner of Oaths  
OR
- Digital birth certificate or certified copy thereof by a Commissioner of Oaths with a RECENT passport sized photograph, stamped by the school principal.
- The school stamp must NOT cover the photograph, but must be visible over the side of the photograph & on the birth certificate.
- No affidavits will be accepted.

The school stamp, signed only by the principal must also be visible on the I.D. or birth certificate. This is to verify that the athlete attends the said school & the date of birth is correct. (Please see attached example of a proof of D.O.B. according to SRSA & DBE regulations)

- Team Lists must include the athlete's full name, date of birth, school & separated into male & female per age group.
- Team lists must be checked by the Provincial Departmental officials prior to the competition.

#### **14. COMPETITION PROCEDURE AND MEDAL PRESENTATIONS.**

Any Swimmer who misses his / her race will NOT be allowed to make up his / her swim in another event. It is the Team Managers' responsibility to make sure that the swimmers report on time for their races. Swimmers will be asked to report at least nine (9) races (heats) before their race. Any Swimmer who does not report for his / her medal presentation will not receive his / her medal. If there is a legitimate problem, send a replacement to collect the medal on the swimmer's behalf. All Medalists must report to the podium in Provincial Attire (Provincial Tracksuit). The medal presentation will last approximately 90 seconds. Anyone appearing in a towel will not be allowed onto the Rostrum and will forfeit his / her medal.

#### **15. Demographic Representation Targets:**

**A 40% transformation target** is mandatory for both athletes & officials. If a **province** has three individual entries, every effort should be made to include a black swimmer (Black African, colored, Indian, Asian) in every event that he / she qualifies for according to the times set. Provinces that have two individual entries or less should attempt to have one black swimmer per event.

**In an effort to increase access to participation at this level for black swimmers, provinces can select these swimmers for the team if he / she has swum a time that is not slower than 15% of the qualifying time as per the attached table.**

The rule of **four individual events per swimmer** and **three swimmers per event per province** must still be adhered to.

#### **16. Scoring:**

##### **a. Individual events**

**Two** swimmers only per province will be eligible for **the finals**. If ten lanes are available, scoring will be 10 – 1<sup>st</sup> place, 9 – 2<sup>nd</sup> place, 8 – 3<sup>rd</sup> place, 7 – 4<sup>th</sup> place, 6 – 5<sup>th</sup> place, 5 – 6<sup>th</sup> place, 4 – 7<sup>th</sup> place, 3 – 8<sup>th</sup> place, 2 – 9<sup>th</sup> place & 1 – 10<sup>th</sup> place. If 8 lanes are available, the scoring will start at 8.

##### **b. Relays:**

The scoring for relays will be double of that of the individual events e.g.

1<sup>st</sup> place – 20, 2<sup>nd</sup> place – 18, 3<sup>rd</sup> place – 16 etc.

c. **Awards**

**Victor & Victrix Ludorum:**

There will be no restriction on the age groups for both primary & high schools e.g. primary schools will not be restricted to Grade 7 learners). If swimmers gain the same number of points, then FINA points will be used to determine the winner.

**Best Performance:**

An additional award will be given for the best performance of the championships, and will be awarded to the male & female swimmers with the highest FINA points. One award will be given to a male swimmer & one for a female swimmer, irrespective of age group and grade.

**17. DOPE TESTING**

Drug Testing will be carried out by the S.A. Institute of Drug Free Sport at the Championships. Provinces may utilize their own Drug Testing Consent form that needs to be completed by EVERY competitor taking part in the Championships. In terms of FINA Rule DC4.1 and DC9.1 (d), “the failure or refusal of the competitor to submit to doping control” constitutes a doping offence.

**Therapeutic Usage Exemption Form (TUE).**

Please find the copies of the TUE on the SAIDS website [www.drugfreesport.org.za](http://www.drugfreesport.org.za) that need to be completed by any competitor taking banned or restricted medication. The competitor’s doctor must produce the relevant information required on this form prior to submission to the S.A. Institute of Drug Free Sport for scrutiny. The forms have to be sent to SAIDS **21 days** prior to the event. The onus is on the athlete to prove that he/she needs this medication.

Please refer either to the National Schools’ Aquatics chairperson or the Provincial Swimming Federation if you need any help in this regard. Once the TUEs have been returned to the athlete, copies must be brought to the Championship. Copies of the forms will have to be handed in at the General Team Managers’ Meeting and the originals must be submitted to the DCO if the athlete undergoes testing.

## 18. PROTESTS

### FINA GR 9.2

#### 9.2.1. Protests are possible

- (a) if the rules and regulations of the competition are not observed
- (b) if other conditions endanger the competition and/or competitors OR
- (c) against decisions of the referee; however, no protest shall be allowed against decisions of fact.

#### GR 9.2.2. Protest must be submitted

- (a) To the referee
- (b) In writing on the specified forms
- (c) By the responsible team leader
- (d) Together with a deposit of 500 Swiss francs (or R100)
- (e) Within 30 minutes following the conclusion of the respective event

Protests need to be done on the prescribed form (will be given at Team Managers' Meeting), accompanied by a R100 deposit. If the grounds for the objection are known before the race, it needs to be handed in before the starting signal is given. If the objection is upheld, the R100 will be returned. If you are not satisfied with the Referee's decision you may appeal to the Jury of Appeal. The decision of this committee will be final. **ONLY Provincial General Team Managers** may lodge an objection / appeal. **No protests will be accepted from parents or assistant managers & coaches.** Protests must refer to FINA Regulations.

## 19. PARA EVENTS

- ✓ These events will be included in the programme at the National Championships. Trials in provinces should include these events within the main programme for the National Championships. Separate male & female events have been included in the programme. The technical director of the meet may decide to combine all the age groups of the same gender in the heat/s, but the results will be calculated according to their particular age group.
- ✓ Please ensure that you are aware of the needs and the accessibility of the facilities when making travel & accommodation arrangements for the swimmers with a disability.
- ✓ Please find attached the Layman's guide to classification of swimmers with a disability otherwise known as Para Swimmers. The swimmers with a disability

must have a verifiable **classification** in order to compete at the National Championships. Swimmers with disability that can compete are the Visually Impaired, the Deaf, the Physically Disabled and the Intellectually Impaired. According to IPC (International Paralympic Committee) remedial and MMH must compete with able swimmers as there is no classification for these sectors. The Deaf may swim with the able swimmers. In order for the Deaf to compete in Para swimming events they must have **at least a 55 dB loss in the better ear. 0 – 55dB loss in one ear do not qualify**. It is **strictly forbidden** for any competitor to use any kind of hearing aid/s or amplification or external cochlear implant parts during the warm up and competition

- ✓ The **Intellectually Impaired** must get their classification verified through SASA-II. **Verified classifications** of swimmers with a disability must be **submitted to the Technical Director at Provincial level**. These classifications must then be submitted with the entry of the swimmers into the multi disability events in the national competition. It is recommended that LSEN schools be invited to participate with the mainstream schools at inter-school events.

## **20. MANAGEMENT TEAMS:**

If provinces enter all events with the maximum number of swimmers it is recommended that four managers & four coaches accompany the teams of 100 athletes or more or three coaches & three managers for smaller teams. At least one coach must specifically look after the multi-disability (Para) athletes

## **21. TECHNICAL OFFICIALS:**

Only Swimming SA accredited, registered, qualified technical officials will be permitted to officiate at the national championships. Technical officials' forms will be sent to provinces for application to officiate at the SA Schools' Championships. The majority of technical officials will be provided by the host province. All applications to officiate will be adjudicated by the national federation (SSA) with the support of the National Schools' code committee. A maximum of three (3) officials per **visiting** province, except the host & Gauteng, will be permitted. The number of technical officials per session per day that is required is 65. The following technical officials are required:

- Referees, starters, clerk of the course, timekeepers, chief time keeper, inspectors of turns, chief inspector of turns, stroke judges, announcer, recorders, chief recorder, control room supervisor. (See FINA SW 1.2)

## 22. Communication with Provincial Departments of Education & Sport

It is imperative that all provincial code committees work closely with their relevant Departmental officials. No arrangements for the championships may be carried out by individuals, without the sanctioning of the relevant departments.

## 23. TEAM SIZE GUIDELINES

### a. Athletes:

- **WC, KZN, GP:** 90 able bodied + 20 Para = 110 X 3 provinces = 330
- **EC, FS:** 65 + 15 Para = 80 X 2 = 160
- **Limp, Mpum:** 45 + 10 Para = 55 X 2 = 110
- **NWP, N. Cape:** 40 + 10 Para = 50 X 2 = 100
- **No abled bodied swimmers may replace Para swimmers in the total numbers**

**Total projection: 700 athletes**

### b. Management:

- WC, KZN, GP: 4 coaches + 4 managers = 8 X 3 = 24
- EC, FS: 3 coaches + 3 managers = 6 X 2 = 12
- Limp & Mpum: 2 coaches + 2 managers = 4 X 2 = 8
- NWP, NC: 2 coaches + 2 managers = 4 X 2 = 8

WC, KZN, GP, EC & FS must appoint a general team manager (5 in total)

**Please note that the number of management will depend on the provinces. If they have many physically disabled or II athletes they will need more managers.**

**Total projection: 57 management**

**Provincial Medical Teams to include at least 3 X Physios**

### c. Technical Officials:

**3 per province X 7 = 21**

**Host Province & GP = 49**

**Total: 70**

- d. LOC:  
Inclusive of SA Schools & SSA: 20
- e. National Talent Scouts: 3