



## **CHRISTIAN SCHOOLS EVENTS NETWORK – WESTERN REGION SWIMMING**

**LOCATION OF EVENT** - Ballarat Aquatics Centre, Gillies Street North, Lake Gardens 3350

**DATE OF EVENT** - Monday 18<sup>th</sup> March, 2019

**OPENING PRAYER** - 9:40am (Warm Up from 9:00am – 9:30am only)

**COST PER ENTERED ATHLETE** - \$13.00 + GST

### **CHILD SAFETY**

This Code of Conduct has a specific focus on safeguarding children and young people at CSEN Events against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, and board/school council members at CSEN are expected to actively contribute to a school events association culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as per information distributed to schools.

All adults present at the carnival should fall into one of the following categories:

- a. Students (in school sports uniform)
- b. Staff from a particular school (in school sports polo top, or with school identification / lanyard clearly visible)
- c. Swimming Victoria Officials (in SV attire)
- d. First Aid personnel (in Colbrow Medic attire)
- e. CSEN staff (in CSEN attire)
- f. BAC staff (in BAC attire)
- g. Parents / Visitors (school lanyard visible)

All school staff are requested to ensure adults sitting in the grandstand near their school group have appropriate identification. If not, please ask them to sign in with the school they are associated with, otherwise leave the area. Breaches are to be reported to Aquanation staff for removal of the person.

Schools must have lanyards available for parent visitors and ensure they sign the school Child Safe Policy.



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### EVENTS TO BE OFFERED IN EACH DIVISION

	Under 9 Boys / Girls	Under 10 Boys / Girls	Under 11 Boys / Girls	Under 12 Boys / Girls	Para -Athletes
50m Freestyle	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Backstroke	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Breaststroke	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Butterfly				√ - A & B Division	√
100m Freestyle	√ - A Division	√ - A & B Division	√ - A Division	√ - A & B Division	
4 x 50m Freestyle Relay	√ - A Division	√ - A & B Division	√ - A Division	√ - A & B Division	
4 x 50m Medley Relay				√ - A & B Division	

	Under 13 Boys / Girls	Under 14 Boys / Girls	Under 15 Boys / Girls	Under 16 Boys / Girls	Under 21 Boys / Girls	Para -Athletes
50m Freestyle	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Backstroke	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Breaststroke	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√ - A & B Division	√
50m Butterfly		√ - A & B Division		√ - A & B Division	√ - A & B Division	√
100m Freestyle	√ - A Division	√ - A & B Division	√ - A Division	√ - A & B Division	√ - A & B Division	
200m Individual Medley					√ - A & B Division	
4 x 50m Freestyle Relay	√ - A Division	√ - A & B Division	√ - A Division	√ - A & B Division	√ - A & B Division	
4 x 50m Medley Relay		√ - A & B Division		√ - A & B Division	√ - A & B Division	

**Please note – if you intend on entering students in the Para - Athlete events, they must have an official category, so points can be allocated. (Any students eligible to swim in these events will know their official category).**



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**AWARDS** - Athletes that finish 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each event and in each division will be awarded certificates and ribbons. The overall winning school in each division will win the shield for Swimming for the year. Pennants will be awarded to each age group in each division.

The best performing athlete from each event and each region will progress through to the CSEN Champions Carnival to be held at MSAC on Friday 3<sup>rd</sup> May 2019. The next best three athletes (minimum) will be selected for the Champions Carnival, irrespective of their region. Please note that not all events and age groups are offered at the Champions Carnival. Students may be selected for a Champions Carnival event competing in a higher age group than the age group they compete in at the Regional Competition, if an event is not offered.

### GENERAL RULES

1. All events shall be conducted in accordance with the competition rules of Swimming Victoria except in cases where they directly contradict the rules stated below.
2. No competitor will be permitted to take part in any event unless they are in correct swimming attire. **This includes a swimming cap and must not include board shorts (dark coloured footy shorts/skins accepted).**
3. **All ages to be taken from 31<sup>st</sup> December 2018.**
4. Competitors are limited to a maximum of 4 individual events plus one freestyle and one medley relay.
5. There is a **one** start rule, that means one start per race and a swimmer false starting will not find out until the end of the race. Falling off the blocks before the gun means that a swimmer cannot start the race.
6. No competitor shall be permitted to use or wear any device that may aid speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.) Goggles may be worn. Fast swim suits are permitted in accordance with current FINA guidelines.
7. If a school wishes to protest, such action is permitted from the Sports co-ordinator only (without parents in attendance!) and should be made to the referee between races. **The Referee's decision will be final.**
8. All schools are expected to remain until the completion of all presentations.
9. Specific rules regarding the start, finish and swimming strokes can be found in the current CSEN Handbook.

### PROCEDURES FOR THE COMPETITION

#### Scoring Procedure

Event Type	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>
All	30	28	26	24	22	20	18	16	14
Event Type	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	16 <sup>th</sup>	17 <sup>th</sup>	18 <sup>th</sup> +
All	12	10	8	6	4	2	1	1	1

\*\* Please note, any additional races in each division will not score points.

#### Final Procedures

It is expected that at the conclusion of the carnival, all schools will pack up the area that they have been officiating at, as well as cleaning their area in the stands as directed by CSA / CSEN / SV / BAC staff. Excess cleaning costs will be passed onto schools that leave their area in an unacceptable state.



## **CHRISTIAN SCHOOLS EVENTS NETWORK – WESTERN REGION SWIMMING**

**ORDER OF EVENTS** – see attached program. Please note, the times given are a guide only and races will be completed in the order indicated with minimum waiting time between races for schools and athletes.

**OFFICIALS** – Swimming Victoria should provide a starter and referees. Schools will need to provide additional officials to assist according to the table below. Generally speaking, A division schools should provide 2 adults, 2 student, B division schools 2 adult, 1 student and C division schools should provide 1 adult.

**FIRST AID** – First Aid at Events staff will provide first aid assistance should students need it. Schools are advised to also provide their own first aid kit.

### **ENTRY FORMS**

Are not required for the Regional Carnivals. School names will be entered into Sportstrak. At the conclusion of the carnival, progressions will be allocated and Heads of Sport are requested to return the progression entry forms by the due date. Athletes that cannot make the Champions Carnival, must be named on the “Request for non-progression” form, handed into the CSEN Coordinator by the end of the Regional Carnival. All other athletes that qualify for the Champions Carnival will be charged for a progression.



**CHRISTIAN SCHOOLS EVENTS NETWORK – WESTERN REGION SWIMMING**

**DIVISIONS**

PRIMARY DIVISIONS		SECONDARY DIVISIONS	
A DIVISION	B DIVISION	A DIVISION	B DIVISION
Ballarat	No Competition	Ballarat	Creek Street
Covenant		Covenant	Kerang
Creek Street		Heathdale	Kings
Kings		Melton	Red Rock
Red Rock			

**LANE DRAW (to be updated)**

DIVISION	Lane 1	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
PRIMARY		BALL	COVE	CKST	KING	REDR		
A	BALL	COVE	HTDL	MELT	BALL	COVE	HTDL	MELT
B	REDR	KERA	KING	CKST	KERA	KING	CKST	REDR
A / B	BALL	COVE	HTDL	MELT	KERA	KING	CKST	REDR
D	SCHOOLS WILL BE ALLOCATED LANES AT THE MARSHALLING AREA							
Q	SCHOOLS WILL BE ALLOCATED LANES AT THE MARSHALLING AREA							



## CHRISTIAN SCHOOLS EVENTS NETWORK – WESTERN REGION SWIMMING

### OFFICIALS

#### Roles of Officials

All School Officials must sign in at the data recording table by 9:30am and must have either a VIT / WWCC. This is each schools responsibility to check and keep record of.

#### Chief of Officials x 1

1. Responsible for the signing in of all officials by 9:30am.
2. Responsible for ensuring all officials are in place for the duration of the program.

#### Data Runner x 1

1. Sign in with the Chief of Officials by 9:30am
2. After each race, collect the timing slip and place judge slip and take it to the Results Officer.

#### Announcer x 1

1. Sign in with the Chief of Officials by 9:30am
2. Responsible for welcome, general announcements and prayer at the beginning of the day.
3. Responsible for announcing each block of races to marshal at the appropriate area 10 mins before the scheduled start time.
4. Responsible for announcing overall results.
5. Responsible for wrap up of carnival – thanks, prayer etc.

#### Sportstrak Data Entry x 1

1. Sign in with the Chief of Officials by 9:30am
2. Bring laptop computer with you (with Sportstrak loaded)
3. Enter results into Sportstrak (including times)

#### Results Officer x 1

1. Sign in with the Chief of Officials by 9:30am
2. Assist the Sportstrak Data Entry official as required
3. Responsible for presenting the overall results, in conjunction with the announcer, separated into A, B and C divisions. This includes agegroup winners (pennant) and school winners (shield).

#### Ribbons / Certificates x 2

1. Sign in with the Chief of Officials by 9:30am
2. Distribute certificates and ribbons to winning students.

#### Timekeeper x 10

1. Sign in with the Chief of Officials by 9:30am
2. Bring a printer stopwatch with you / anycourse app.
3. Time each race and give time printout to data runner.

#### Place Judge x 2

1. Sign in with the Chief of Officials by 9:30am



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2. Write down the place positions for all races.
3. Give the place positions to the data runner.

### **Extra Officials x 2**

1. Sign in with the Chief of Officials by 9:30am
2. Help out Karen / Belgrave Heights as required – if not given a specific task, please check in with the Chief of Officials every 30 mins.

### **Starters Marshall x 2**

1. Sign in with the Chief of Officials by 9:30am
2. Walk competitors from the marshalling room to the start.
3. Place students into correct lanes based on Division allocation.
4. Ensure at least 2 races are marshalled behind the current race.

### **Finish Marshall x 3**

1. Sign in with the Chief of Officials by 9:30am
2. Distribute finishing numbers for each race.
3. Collect used numbers from the ribbon table when supply is getting low.

### **Referee x 1**

1. Sign in with the Chief of Officials by 9:30am
2. Act as an assistant referee if required.
3. If not required, report to Chief of Officials for reallocation of duty.

### **Marshalling Room x 2**

1. Sign in with the Chief of Officials by 9:30am
2. Organise students into correct divisions and lanes as they enter the marshalling room.
3. Ask students to complete “change of event” form if they are competing for another swimmer.
4. Hand over students to the Starters Marshall to be taken to start line.

**ADDITIONAL INFORMATION** – If you require any additional information please check the CSEN website, or if you have any queries please contact Karen Davidson.

### **OTHER INFORMATION**

1. There will be a canteen available on the day.
2. All schools are expected to leave their area neat and tidy. Excess cleaning costs will be passed onto the schools that leave their area in an unacceptable state.



## CHRISTIAN SCHOOLS EVENTS NETWORK – WESTERN REGION SWIMMING

### Officials Allocation

OFFICIALS ROLE	SCHOOL
Convener	Camille Lovell
Announcer	Kerang
Chief of Officials	Karen Davidson
Additional Referee	Ballarat
Starters Marshall	Covenant, Melton
Finish Marshall	Heathdale, Heathdale
Marshalling Room	Heathdale, Kings, Red Rock
Timekeeper	All schools to provide 1 person
Extra Officials	Covenant, Melton, Red Rock
Sportstrak Data Entry	Covenant
Results Officer	Ballarat
Certificates / Ribbons*	Kerang, Kings
Data Runner*	Ballarat

\*\* Please remember you have a duty of care to your students in the stands – they must be supervised at a **1:20 ratio**.

### Toilet Roster

TIME	SCHOOL
9:00am – 9:30am	CSEN
9:30am – 10:00am	Ballarat
10:00am – 10:30am	Creek Street
10:30am – 11:00am	Covenant
11:00am – 11:30am	Heathdale
11:30am – 12:00pm	Kings
12:00pm – 12:30pm	Kerang
12:30pm – 1:00pm	Melton
1:00pm – 1:30pm	Red Rock
1:30pm – 2:00pm	All Schools

Heads of Sport are requested to sign the roster at the sign in table at the start of the day, indicating that their school will be responsible for checking the toilet areas for loiterers. The person assigned to this task must not leave a CSEN allocated duty to undertake this. They will be expected to come from school staff in the grandstand.