



**WIDE BAY REGIONAL SWIMMING
ASSOCIATION INC**
Affiliated with Swimming Queensland



HANDBOOK

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1.0 SQUADS

1.1 Selection Criteria - Swimmers

Swimmers must attend five x Wide Bay meets including Junior and Age/Open Long Course Championships and one SC meet during the current season to be eligible for Wide Bay squad activities and must have qualified for at least three events at Wide Bay Junior and Age/Open Long Course Champs.

Squads will be then chosen from Wide Bay Junior and Age/Open Long Course Champs with the number of events swum in providing the squad achievement level the swimmer receives.

1.1.1 9/10 year olds

- **Bronze** level - three events qualified for at WBLC
- **Silver** level – four events qualified for at WBLC
- **Gold** level – five events qualified for at WBLC

1.1.2 11 years & Over

- **Green** level – three events qualified for at WBLC
- **Bronze** level - four events qualified for at WBLC
- **Silver** level – five events qualified for at WBLC
- **Gold** level – six events qualified for at WBLC

1.1.3 Multi Class

- **Bronze** level - two events qualified for at WBLC
- **Silver** level – three events qualified for at WBLC
- **Gold** level – four events qualified for at WBLC

1.2 Coaches

Coaches must be ACSTA accredited to be eligible for any Wide Bay squad activities.

Coaches attending any WB squad will be paid \$100 per day (or an agreed amount) for the duration of the competition only. Coaches may participate in all activities after the competition at his/her expense.

Wide Bay will cover the cost of accommodation and air fares for up to two coach/es and up to two WB committee members attending.

1.3 Age Groups

1.3.1 Stingers (9, 10, 11yrs)

Wide Bay will pay for up to five events per swimmer for nominations. Swimmers are welcome to nominate for more events at their own expense.

The Stingers squad will generally have only one day only camp each season, including competing as a squad at a Wide Bay club meet.

1.3.2 Sharks (12/13yrs)

Wide Bay will pay for up to five events per swimmer for nominations. Swimmers are welcome to nominate for more events at their own expense.

The Sharks squad will have at least one camp each season involving an overnight stay and competing as a squad at a WB swim meet as well as a possible additional camp and competition at a Brisbane meet.

1.3.3 Piranhas (14yrs +)

Wide Bay will pay for up to five events per swimmer for nominations. Swimmers are welcome to nominate for more events at their own expense.

The Piranhas squad will travel out of Queensland for one camp each season lasting between three to six days which will include competing as a squad at an Interstate 'A' Grade or Championship meet.

1.4 Relay Teams - Qld LC Championships

Expressions of Interest will be emailed to clubs with a request for nominations from swimmers and coaches.

Wide Bay will pay \$100 to the coach for the day for managing the relay teams. Depending on numbers, Wide Bay may ask other coaches to assist.

Swimmers aged nine year and over are eligible for Wide Bay relay teams.

Multi-Class do not have relay events due to the complexities of the number of categories to factor in.

Swimmers who are unable to attend due to illness or injury must provide notice 48 hours prior to the event and a medical certificate to avoid any form of penalty being considered by the Wide Bay Management Committee.

All swimmers participating in a Wide Bay relay team will receive a t-shirt and cap.

2.0 DEVELOPMENT – CLUBS, SWIMMERS & PARENTS

2.1 Junior Skills Clinics (11yrs & under)

Wide Bay will send out an email to all clubs about the clinics and request for nominations.

Swimmers must be able to swim 25m in any two strokes (this is NOT a 'Learn to Swim' clinic).

Wide Bay will pay the coach/es \$100 for the day. Depending on numbers, Wide Bay may ask other coaches to assist.

The coach will be in charge of the program focusing on skills development, e.g. strokes, starts, turns, finishes etc.

The host club is to organise lunch for all participants and issue Wide Bay with an invoice for reimbursement. Click here to access the [Expense Claim Form](#).

2.2 Coaches' Workshops

Coaches' Workshops may be held during the season and advertised on the Wide Bay calendar. They will be facilitated by Swimming Queensland's (SQ) Coach and Club Development Officer.

The workshops will be tailored to meet the regions demands.

Wide Bay will book the conference facilities, accommodation, meals etc. and will subsidise coaches who attend, however coaches will be required to contribute a minimal amount towards the expense of running the workshop.

Coaches will be notified via email about upcoming events and asked to RSVP and pay the relevant cost.

2.3 Technical Official Training

Technical Official Training may be held during the season and advertised on the Wide Bay calendar.

Clubs may send as many people deemed appropriate to any technical official training on offer. Clubs will be notified via email and asked to forward information onto their members. RSVPs will be required.

All six levels may be covered, depending on numbers and the facilitator and could take up to approximately five hours, depending on how many modules are covered. Training units available:

Training units available:

Unit 1 - [General Principles](#)

Unit 2 - [Timekeeper](#)

Unit 3 - [Chief Timekeeper](#)

Unit 4 - [Check Starter](#)

Unit 5 - [Starter](#)

Unit 6 - [Clerk of Course](#)

Host clubs are asked to provide:

- Morning tea and lunch (if necessary) for all participants including the facilitator.
- Host Clubs to issue Wide Bay with an invoice for reimbursement. Click here to access the [Expense Claim Form](#)
- Venue (e.g. training room, covered area or the like)
- Tables, chairs
- The facilitator will provide the relevant training documentation.

2.4 Club Forums & Parent Information Sessions

Club forums are generally held every three months within the region and will be held in Gympie for all clubs to attend (e.g. on the day of the WB Annual General Meeting) as well as separate forums being held in each area of the region (i.e. Sunshine Coast, Burnett Fraser & South Burnett) to make it more convenient for people to attend with regards to travel and timing.

Parents as well as Club Committee members are welcome to attend the forums.

Parent information Sessions may also be held during the season and advertised on the Wide Bay calendar. They will be facilitated by Swimming Queensland's (SQ) Coach and Club Development Officer in conjunction with the WB Management Committee.

The sessions will generally run for one and a half to two hours and be tailored to meet the regions demands.

Wide Bay will book the conference facilities, refreshments, etc.

Clubs will be notified via email and asked to forward information onto their members. RSVPs will be sought.

3.0 SWIM MEET CRITERIA

3.1 Applications

Clubs may apply to have two meets within the season however one shall be in the short course season and one in the long course season.

Clubs must have a compliant 25m pool to nominate for a short course meet.

To be awarded a swim meet/s clubs must meet the following criteria :

- Application has been received via email by 31st December of the current season; two alternate dates and reason for requesting the meet (page 2) has been provided on the Application. Click here to access the [Application](#) form.
- The 'draft' flyer and program of events has been received as per above.
- At least one of the McDonald's logos is included on the flyer and program of events.
- The club has been represented by at least one committee member at three of the four WB Forums held throughout the current calendar year.

3.2 Hiring of Wide Bay Ares Timing Equipment & Technical Officials Costs

Clubs may apply to hire the Wide Bay Ares Timing Equipment via the [Booking/Hire Agreement Form](#).

Clubs will be charged the following rates and payable to Wide Bay Regional Swimming Association:

- \$100 deposit payable at time of meet application being lodged by 31st December.

Bank account details are as follows:

Bendigo Bank

BSB Number: 633000

Account Number: 153171004

Account Name: Wide Bay Regional Swimming Association

Clubs are to pay the Technical Officials for their meet directly on the day of the meet.

Host clubs are also required to meet the cost of accommodation for the Operator of the Ares timing system (if applicable).

3.3 Flyers, Program of Events & TM File

Updated flyer including program of events should be emailed to managementcommittee@widebayswimming.org.au at least four weeks prior to the meet to enable the details to be posted on the Wide Bay website.

3.4 On-line Meet Requirements & Results Upload

Clubs are to contact Swimming Qld via phone or email entries.qld@swimming.org.au or admin.qld@swimming.org.au to organise to have your swim meet posted on the front page of the Wide Bay website under "Events Schedule". Unfortunately, Club administrators cannot update their own meets to be owned by the Region - this can only be done on a State level.

Clubs must ensure the results are emailed in TM and PDF format within 48hrs following their meet to managementcommittee@widebayswimming.org.au to enable the details to be posted on the Wide Bay website.

Clubs are also required to send the results to SQ at results.qld@swimming.org.au

For instructions relating to "Running an SQ Approved Meet OME" & "How to Upload Results" can be found under "[Resources/Reading Material](#)" on the Wide Bay website.

3.5 Capping of Nominations

The Management Committee will review the need to cap numbers for swim meets on an annual basis. This will then be communicated to the clubs at the earliest convenience prior to the start of the Short Course season.

Clubs are able to self-cap if they wish to assist in running a smooth, effective and enjoyable meet for all concerned.

3.6 Appeals Process

If a club has not been successful in their request to host a swim meet, clubs may appeal the decision in writing provided the following criteria has been addressed:

- Did the club meet the Swim Meet Criteria set out above?
- Does the meet clash with a major activity (e.g. States, regional meets)?
- Is there unavailability of a coach and swimmers?
- Has the club provided an alternate solution?

4.0 REGIONAL SWIM MEETS

4.1 Patrons' Shield

The Patron's Shield is held annually and involves Wide Bay, Gold Coast, Darling Downs and Brisbane swimming associations. Regions negotiate the venue, host association, programs,

awards, flyer, costs, nomination fees, start/finish times, officials roster (including referees) etc. The meet is hosted by each region on a rotational basis each year.

It is a Short Course meet designed to have the swimmers compete and earn points for their regions to ultimately be crowned Patrons Shield winners for that year. Swimmers are required to be between the ages of 9-13 years as at the date of the swim meet to be eligible for the Wide Bay squad.

Wide Bay will organise the relevant bookings (e.g. bus, accommodation) and pay for up to five events per swimmer for nominations. Swimmers are welcome to nominate for more events at their own expense.

Wide Bay will advertise to the clubs seeking Expression of Interest and source an ACSTA accredited coach to attend. The coach who is successful will attend for the duration of the meet and will be paid \$100 (or an agreed amount). Coaches may participate in all activities after the competition at his/her expense.

There is no requirement for Wide Bay to participate in this competition every year, should circumstances not deem it viable.

4.2 Goodchild Lions Shield

The Goodchild Shield is a competition swum between all South Burnett Clubs (Kilkivan, Goomeri, Murgon, Wondai and Kingaroy). The Goodchild Family from Murgon donated the trophy to the South Burnett Swimming Association to encourage a friendly competition between all South Burnett towns. The carnival is generally held in a 25m pool and is alternated between towns each year.

The teams start in the negative of the points that were awarded the previous year (e.g. 2015/16 season, Kingaroy finished with 200 points; the 2016/17 season they start with -200 points).

It is offered to all competitive swimmers within the South Burnett region.

4.3 Club Challenges

Each area of the Wide Bay region (Sunshine Coast, Burnett Fraser, South Burnett) hold a Club Challenge meet in a 50m pool each year. Individual and club relay events are swum in the distances of 50m, 100m & 200m strokes, with a 400m free event also offered. No distance events are scheduled in this meet.

Swimmers earn points for their club on the day with no medals presented for any placings. At the end of the meet the top three clubs with the most points earned on a handicap basis (total points earned/# of swimmers nominated) are declared 1st, 2nd and 3rd winning clubs.

1st place club receives \$400, 2nd place club receives \$250, 3rd place club receives \$150.

The format for points earned by the swimmers is based on improvement in their times swum rather than placings in each event.

4.3.1 Points Table

N: A swimmer with a No Time (NT) for the nomination seed time will be awarded two points.

Under/Over PB	Secs from PB	Points earned
-	4.01 →	8
-	3.01 – 4	7
-	2.01 – 3	6
-	1.01 – 2	5
Seed Time	→ 1.00	4
+	1.01 – 2	3
+	2.01 – 3	2
+	3.01 →	1

4.3.2 Sunshine Coast Clubs

Beerwah, Bribie Island, Caboolture Central, Coolum Peregian, Cooroy, Cotton Tree, Eumundi, Good Shepherd, Kawana Waters, Maleny, Maroochydore, Mooloolah, Mountain Creek, Nambour, Noosa, Pelican Waters Caloundra, Sunshine Coast Sea Devils, Tewantin, USC Spartans, Woodford.

4.3.3 Burnett Fraser Clubs

Biggenden, Bundaberg, Burrum, Cooloola Coast, Eidsvold, Fraser Coast, Gayndah, Gympie, Hervey Bay, Isis, Kandanga, Kolan, Maryborough, Mundubbera, Rainbow Beach.

4.3.4 South Burnett Clubs

Goomeri, Kilcoy, Kilkivan, Kingaroy, Murgon, Wondai.

4.4 Wide Bay Junior & Age/Open Championships

Long course times can be used for short course qualifying times and can be reversed.

4.4.1 Swimmers 9yrs

- No place-getter medals awarded.
- Each swimmer that competes will receive a “Wide Bay Championship Qualifier Medal”. This is to recognise swimmers for qualifying for the championships.
- If swimmers compete in all four strokes in the 50m events they will receive the “Melanie Wright Medal”. It is desired that swimmers compete in all four strokes through their development years and not specialise in events at this age.
- If a swimmer meets qualifying time in two 50m stroke events Wide Bay will offer them entry into the other two strokes without the need to meet the Qualifying Time.
- Swimmers are still required to pay the nomination fee for all events nominated.

4.4.2 Swimmers 10-11yrs

- No place-getter medals awarded.
- Each swimmer that competes will receive a “Wide Bay Championship Qualifier Medal”. This is to recognise swimmers for qualifying for the championships.
- If swimmers compete in all four strokes in the 100m events they will receive the “Melanie Wright Medal”. It is desired that swimmers compete in all four strokes through their development years and not specialise in events at this age.
- If a swimmer meets qualifying time in two 100m stroke events Wide Bay will offer them entry into the other two strokes without the need to meet the Qualifying Time.
- Swimmers are still required to pay the nomination fee for all events nominated.

4.4.3 Swimmers 12yrs - Open

- Place-getter medals awarded for each age group (12, 13, 14, 15, 16, 17, 18 and over)

4.4.4 Melanie Wright 100m Freestyle Perpetual Trophy

- Awarded to the swimmer (male or female, 13yrs & over) who achieved the highest FINA points in all 100m freestyle events at the championships.

5.0 SQUAD ACTIVITIES

Swimmers who are selected in any Queensland or Australian Swim Squad are not able to compete in any Wide Bay squad activities if the dates clash.

This is a directive from SQ rather than WB.

Swimmers who are selected in the Piranhas squad will be required to meet the cost of the relevant interstate activities that are organised by Wide Bay, e.g. trip to VIC Age Short Course Championships or otherwise.

Swimmers invited to participate in the Sharks Squad camps/trips may be required to pay a small amount to assist with the cost of the camp/trip, however this will be advised by the WB Management Committee on a needs basis.

Swimmers in the Stingers Squad will not be required to make any payment to participate in any activities.

6.0 SPONSORSHIP

McDonald's is SQs current major sponsor. Team Elite is WB's current sponsor.

Clubs may approach their local McDonalds franchise to request support (e.g. borrowing McDonald's coolers to provide water to swimmers, timekeepers and officials; marquees, ice, etc.).

Clubs are able to have local businesses as their own sponsors for the club and/or their meet, however it is preferred businesses/companies are not be in direct competition with any company that is associated with Swimming Queensland and/or Swimming Australia. If in doubt clubs are to check the relevant websites for SQ and SAL.

All requests and details for club sponsorship are to be made evident to the Wide Bay Management Committee for final approval and acknowledgement.

7.0 ANNUAL AWARDS

Wide Bay hosts an annual awards ceremony to recognise the achievements of our swimmers and volunteers within our region for the current season completed. These awards are presented on the Saturday afternoon of WBLC Champs between the heats and finals sessions.

7.1 Swimmer & Club Awards

7.1.1 Swimmers

To be eligible for an award the following criteria needs to be considered:

- Awards calculated from total FINA points earned by all swimmers from all WB meets in the current season completed excluding WBLC Champs.
- Minimum five WB meets to have been swum in for a swimmer to be eligible including at least one SC meet.
- Swimmer must have also nominated to swim at 2017 WBLC Champs.

Awards are presented to a male and female swimmer in each of the following categories:

- Overall Swimmer of the Year
- Freestyle Swimmer of the Year
- Backstroke Swimmer of the Year
- Breaststroke Swimmer of the Year
- Butterfly Swimmer of the Year
- Rising Star of the Year
- Multi-Class Swimmer of the Year

7.1.2 Clubs

Club awards are calculated and presented based on total club points earned from all WB meets in the 2016-17 season, excluding WBLC and WBSC Champs.

Clubs are split into five divisions of competitive (only) member numbers as at the June 1st of each year:

- Division 1 – clubs with 20 or less competitive members
- Division 2 – clubs with 21-30 competitive members
- Division 3 – clubs with 31-40 competitive members
- Division 4 – clubs with 41-60 competitive members
- Division 5 – clubs with 61+ competitive members

Divisions advised by Management Committee to Clubs at start of every season.

7.2 President's Award

To be eligible for this award, please refer to the [Criteria for President's Award](#).

7.3 Volunteer of the Year Award

To be eligible for this award, please refer to the [Criteria for Volunteer of the Year Award](#).

8.0 WIDE BAY CLUB AFFILIATION & SWIMMER MEMBERSHIP FEES

Wide Bay will propose the club affiliation and swimmer membership fees for the region for the coming season at the Annual General Meeting with clubs able to vote to accept or decline any proposed increase on the previous season's fee.

9.0 SOCIAL MEDIA

Wide Bay Swimming has a Facebook page which is regularly updated. Go to:
www.facebook.com/widebayswimming