



**RULES FOR CONDUCTING
A
SANCTIONED SWIM MEET
OR
POSTAL SWIM**



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Version History

Amendment	When	Who	Details
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15	November 2020	Martin Banks	<ul style="list-style-type: none"> • QS13 – Postal Swims – Replaced section and related to National Guide • QS9.3 – Postal Swims removed from National Portal eligibility • Version History and Contacts changes
16	January 2021	Martin Banks	<ul style="list-style-type: none"> • QS13 – Postal Swims – updated • QS3.2 – rewording fee description
17	August 2021	Julie Bott	<ul style="list-style-type: none"> • QS6 – New financial section; QS7 forward renumbered
18	September 2021	Christina Scolaro	<ul style="list-style-type: none"> • QS2.7 – Non-financial members update • QS5.9 – Relay update
19	October	Christina Scolaro	<ul style="list-style-type: none"> • QS6 – sanction fee structure added

Abbreviations/Definitions

BMB	Queensland Branch Management Board
AOE	Automatic Officiating Equipment. The timing system is started when the Starter presses the starting signal and is stopped when the swimmer first touches the yellow touch pad at the end of their race.
SAT	Semi-Automatic Timing. The timing system is started when the Starter presses the starting signal and is stopped manually by the timekeepers in each lane who depress a button when the swimmers touch the wall at the end of the race.
Deck	Deck/pool deck is the area immediately surrounding the pool that is “off limits” to spectators during major competitions. It is used by competitors and the following officials: referees, judges of stroke, inspectors of turns, check starters, starters, chief timekeeper, timekeepers and runners. The marshalling and recording areas are usually off the deck.
Event	A subset of a meet in which all swimmers are doing the same distance and style, e.g. 50m Freestyle. Where there are more competitors than there are lanes, the event is divided into separate races called Heats.
Guest Swimmer	A guest swimmer is not a registered Masters’ swimmer. S/he may swim in ONE meet only in a 4 week period. During the 4 week period, the guest is covered by the MSA insurance, after which the swimmer is encouraged to register as a financial member. A guest swimmer may not compete in a state or national championships’ event. A guest swimmer can only be classified as such once. S/he cannot be an annual guest swimmer.



Members	Masters' members who are financial and are registered with a Masters' affiliated club [which itself is financial] are eligible to compete in all sanctioned events.
MC	<p>Multi Class swimmer – (Swimmer with Disability). An MC swimmer has a Classification from:</p> <p>S1 – S16 or the swimmer may have a 12 month Provisional Classification.</p> <p>S1 – S10: Physical Impairment S11 – S13: Vision Impairment S14: Intellectual Impairment S15: Hearing Impairment S16: Transplant</p> <p>S – Freestyle, Backstroke and Butterfly SB – Breaststroke SM – Individual Medley</p>
MDs	Swimmer with a Medical Disability certificate (see MSA Swimming Rules SW 14M).
Meet	A swimming competition that may be comprised of individual and/or relay events.
MSA	Masters Swimming Australia, the parent body of masters swimming in Australia.
MSQ	Masters Swimming Queensland, the state body of masters swimming in Queensland.

Contacts

Administrator:	E: admin@mastersswimmingqld.org.au
Recorder:	E: recorder@mastersswimmingqld.org.au
Website:	www.mastersswimmingqld.org.au
Phone:	0416 955 011

Should any contact changes occur, the Administrator is always available to refer enquiries to the appropriate board member. It is advisable to copy (cc) the Administrator in any email correspondence.

Information on email contacts for Board members is on the [MSQ web site](#).



QS1 Interpretation

- QS1.1 All terms, words and expressions in these rules shall have the meaning as the same terms, words and expressions as in the Constitution, unless expressly defined otherwise or the context requires otherwise.
- QS1.2 Within these rules, the Queensland Branch Management Board shall be referred to as the BMB.
- QS1.3 Within these rules, Masters Swimming Australia Inc. shall be referred to as MSA.
- QS1.4 Within these rules, Masters Swimming Queensland Inc. shall be referred to as MSQ.
- QS1.5 These rules are binding on all clubs and entities conducting a sanctioned swim meet. These rules may be created, amended or repealed by the BMB.
- QS1.6 These rules are in addition and complimentary with the Rules of Masters contained in the documents listed below and where there is conflict between these rules and the Rules of Masters Swimming shall prevail:
- MSA Constitution, By Laws and Rules.
 - MSQ Constitution, By-Laws and Rules.
 - MSA Swimming Rules.
 - MSA General Rules.
 - MSA National Insurance Policy
 - MSA National Safety Policy.
 - MSA Inc Risk Management Policy.
 - FINA Masters Rules.
- QS1.7 The latest copy of all MSA documents can be found on the MSA website:
<http://www.mastersswimming.org.au>

The latest copy of all MSQ documents can be found on the MSQ website <http://mastersswimmingqld.org.au>

Hosting a State Championships' event information can be found in a 'Guide to Hosting a State Championships'.



QS2 General Rules of Swim Meets

- QS2.1 Any swim meet conducted in association with MSQ must be sanctioned by the BMB.
- QS2.2 Sanctioned meets include:
- Masters Interclub, Branch and National Meets
 - Masters Interclub, Branch and National Postal Events
 - Masters Interclub, Branch and National Open Water Swims
 - Masters Time Trial Meets
 - Swim meets sanctioned by FINA
 - Masters Games at Regional, State, National and World Level
- QS2.3 Note – Within these rules, the term “meet” refers to all types of swims as defined in QS2.2.
- QS2.4 Masters’ members, who are financial and are registered with a Masters’ affiliated club (which itself is financial) are eligible to compete in all sanctioned events.
- QS2.5 Swimmers may compete only for the club they have nominated as the club they will represent at that meet.
- QS2.6 Overseas and registered interstate Masters’ swimmers are welcome to compete at any sanctioned meet and their results are to be dealt in accordance with the MSA General Rules (GR6.5).
- QS2.7 A non-registered swimmer, who has not registered with Masters Swimming previously, nor has swum at a Masters swim meet, may be invited to swim at one sanctioned meet as a guest swimmer. This does not apply to the State Championships, which does not allow a non-registered swimmer to nominate.
- A non-registered swimmer may compete in only ONE meet as a guest swimmer within a 4 week period. The swimmer is covered by the MSA insurance during the 4 weeks.
 - The non-registered swimmer must submit a scanned copy of his/her driver’s licence to the Meet Director, who must send a copy to the MSQ Recorder.
 - The non-registered swimmer may not compete again at any time as a guest swimmer.
 - Clubs hosting a meet allowing non-registered swimmers to compete, will have the meet declared a Time Trial meet, thus invalidating World Top Ten rankings and World Records. This must be published on the Meet Flyer.
 - Non-Masters’ swimmers, who compete at such events, are not eligible for any record or recognition from MSA.



QS2.8 Where breaches of these rules are reported to the BMB, the BMB shall conduct an investigation into the matter with a view to taking disciplinary action against the offending person/s or Club/s. Such disciplinary action may include, but shall not be limited to:

- Where breaches of these are considered by the BMB as being contrary to the spirit of fair competition
- In the case of individuals - withdrawal of recognition of awards or records.
- In the case of Clubs – future sanction may not be approved by the BMB.

Where breaches of these Rules are considered by the BMB as bringing MSA or its affiliated Branches into disrepute, penalties up to and including termination of individual membership or Club affiliation shall be applicable.

Appeals against decisions of the BMB made within this rule shall be conducted in accordance with the MSQ Constitution.

QS3 Sanction for Approval to Conduct a Meet

Clubs affiliated with MSQ that wish to hold a meet shall apply to the BMB for a sanction in the manner as determined by the BMB.

- QS3.1 Affiliated Clubs will be required to complete the Branch's Swim Meet Sanction Online Form upon application prior to the meet being sanctioned.
- QS3.2 Clubs pay a compulsory fee to MSQ for all approved sanctioned swim meets, including postal only meets. This covers the administrative costs of compiling the competition calendar, approving meets, keeping meet details current on the website, promotion, assistance and recording of meet results (where applicable).
- QS3.3 Affiliated Clubs that traditionally hold a meet on or about the same date each year will be given preference to conduct a meet at that time. Where no application is made to hold a swim meet for the coming year, then preference may be given to an application from another affiliated Club. The sanction fee will be applied at the time of the meet reconciliation process.
- QS3.4 In general, one meet per affiliated Club will be sanctioned by the BMB each year and the preferred option is that meets in the same region be at least two (2) weeks apart. Consideration will be given to meets in different region, but in close proximity. A club may, however, nominate for a postal or open water swim in addition to the normal swim meet.
- QS3.5 A swim meet shall not be sanctioned by the BMB two weeks either side of the State Swim or the same dates as the National Swim.
- QS3.6 The BMB shall determine and publish a list of meets that have been sanctioned. The list shall contain Masters' Interclub, State, National and FINA recognised meets and Masters Games' events. This list shall be distributed to all MSQ affiliated clubs and also be listed on the MSQ website.



- QS3.7 The host club shall ensure that MSQ has a recorded Certificate of Survey of the pool where the meet is to be conducted. All surveys will be submitted to MSQ. The certificate will be sent to MSA.
- Records cannot be broken in pools that do not have a lodged pool survey, which complies with the correct measurements in each lane.
- QS3.8 World Records can only be broken in a pool that has an AOE system [Automatic Officiating Equipment] (Fina Rule). A SAT [Semi-automatic system] must be used in the event of a malfunction of the AOE.
- QS3.9 The rules contained in the whole of QS3 shall apply to the sanctioning of Postal Events and OWS.

QS4 Officials

- QS4.1 Officials are required at any Masters' sanctioned meet.
- QS4.2 Such personnel shall include, but not necessarily be limited to:

Meet Director	1
Meet Referee *	1
Judges of Stroke *	2
Inspector of Turns *	2 - (at each end of the pool)
Starter	1
Recorder	1
Marshal	1
Assistant Marshal	2 - (if available)
Check Starter	2
Timekeepers	2 - (minimum per lane)
AOE/SAT Operator	1 – if AOE is used
Runner	1
Announcer	1

* (Supplied by MSQ)

- QS4.3 A Meet Director shall be appointed by the controlling body and be responsible for the conduct of the meet in accordance with MSA Swimming Rules SW 1.2M.
- QS4.4 Where Automatic (AOE) and Semi-Automatic Officiating Equipment (SAT) is not available, such equipment must be replaced by a Chief Timekeeper, and two (2) Timekeepers per lane, each with a digital watch and two (2) additional timekeepers in accordance with MSA Swimming Rules SW1.2.2M.
- QS4.5 The Host Club is to liaise with the MSQ Technical Director regarding Referees and Judges to ascertain availability and qualifications of officials.



QS5 Meet Promotion and Entry Information

- QS5.1 Unless otherwise approved by the BMB, the events and conditions of entry at all sanctioned meets shall comply with the requirements of the MSA General Rules.
- QS5.2 All published information used to promote the meet, including advertisements, information sheets, entry processes and printed programs must bear the statement *"Sanctioned by Masters Swimming Queensland for Masters Swimming Australia Inc"*. The approved Sanction Number shall also be clearly displayed.
- QS5.3 This advertising is to include:
- Sanction Number;
 - Date and place of meet;
 - Length of Pool;
 - Indoor or Outdoor pool;
 - Statement that *"Entrants must be financial members of Masters Swimming at the close of entry for this meet"*.
 - If no pool survey statement advising "no records will be ratified at this meet";
 - Nomination closing date;
 - Nomination Fee charges;
 - List of events and their identifying number;
 - Detail of maximum number of events each individual can enter;
 - Warm up and warm down arrangements;
 - First aid facilities;
 - Meal/function fees;
 - Availability of food/drinks;
 - Any restrictions or conditions e.g. *"400m freestyle may be swum two to a lane"*; and
 - Details of National Safety Policy.

- QS5.4 The document/s should be distributed to:

- The MSQ Administrator
- All affiliated clubs (via MSQ Administrator)
- The MSQ Website

All entry processes and meet programs for sanctioned swim meets shall include a liability release similar to the following:

"By nominating to participate in this swim meet, all swimmers thereby authorise the Meet Director to take whatever action is deemed necessary in the event of an emergency and accept responsibility for any and all costs arising from such action."

- QS5.5 The age of each competitor shall be determined as at 31 December of the year of the competition, with the exception of those competitors 18 years of age. To compete in a Masters' sanctioned swim meet, competitors must be 18 years old on the day on the competition. Example if the date of the competition is 10 Mar 2018:



- Born 27 Nov 1962 – age for competition will be 56;
- Born 9 Mar 2000 – eligible to compete age for competition will be 18; and
- Born 05 May 2000 – not eligible as age of 18 not attained at date of competition.

QS5.6 The program should also advise that competition results for men and women are separated and then divided into age groups as follows:

- Individual events: 18-24 and then in 5 year groups (25-29, 30-34 etc.);
- Relays: 72-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320-259 and then in forty (40) year increments. **The age of the team shall be the sum of the ages in whole years of its members.**
- A club is responsible for the validity of dates of birth of its members' registrations and is deemed responsible for any breaches.

QS5.7 Events should be listed by numbers and not broken up into sub-events:

Event 5: 200m Individual Medley

Event 6: 200m Butterfly

Event 7: 200m Backstroke

Event 8: 200m Breaststroke

Event 9: 200m Freestyle

QS5.8 Nominations for a meet shall only be accepted in a format approved by the BMB. The preferred option is via the MSQ online meet entry system. The system is an individual entry system and clubs should encourage all members to register meet entries individually. Club members may assist those who do not have the computer skills or do not have a computer to enter a meet.

QS5.9 Relay entries are to be made via the MSQ online meet entry system. An additional one to three days may be given for relay entries to allow Club Captains to compile teams.

QS5.10 The Host Club is not to publish the composition of the relay teams until the meet program is final. This allows clubs to withdraw or change a team with agreement of the Meet Director as a result of a swimmer being unable to swim in the relay. The competing club is to ensure they have a suitable substitute.

QS6 Processing Entries, Payments and Refund Policy

QS6.1 The approved MSQ online meet entry system is the method to be used to enter a swim meet unless special circumstances prevail, and permission is obtained from the BMB in writing at the time the request is made to hold a swim meet.

QS6.2 Entry registration payments made through the MSQ online meet entry system shall be collected by MSQ via the PayPal system or similar. PayPal sets and deducts a processing fee from every online entry received through PayPal.



- QS6.3 After a Meet has run, the MSQ Treasurer will oversee the reconciliation and payment of entry fees to the Host Club. The payment shall comprise all PayPal entry fees received by MSQ on behalf of the Host Club less the PayPal processing fees and less any PayPal refunds issued by MSQ to entrants. The sanction fee will also be applied according to the following procedure.
- Up to 100 swimmers the SSM fee will be \$50
 - More than 100 swimmers, \$50 minimum fee plus 25c per swimmer after 100 swimmers is reached
 - If a club has 200 swimmers, they will pay \$50 minimum fee plus 25c for the additional 100 swimmers i.e., \$25 plus \$50 minimum fee totalling \$75
- The reconciled payment will then be sent to the Host Club.
- QS6.4 When MSQ hosts a swim meet, all entry payments less the PayPal fees and less any refunds made through PayPal shall be retained by MSQ.
- QS6.5 MSQ will use a mobile payment device to collect on site payments at MSQ run swim meets.
- QS6.6 A swimmer may withdraw from a meet prior to the running of a meet. Upon request for a swimmer to receive a refund of their swim meet nomination fee, a full refund less the PayPal processing fee shall be granted if notification of withdrawal from the meet is given to MSQ or the host club up to one day prior to the running of the meet. No refund will be given if a swimmer does not arrive to compete on the day of the meet.
- QS6.7 A full refund including the PayPal fee will be issued for double payments, for compassionate/injury related refunds and where the Meet is cancelled due to State or Federal Government COVID/Illness legislation.
- QS6.8 In the situations listed in QS6.7 MSQ will fund the cost of returning the PayPal Fees to each entrant.

QS7 Conducting the Meet

- QS7.1 Active Hy-Tek Meet Manager is the only method to be used to conduct a swim meet unless special circumstances prevail and permission is obtained from the BMB in writing at the time the request is made to hold a swim meet.
- QS7.2 Meet entrants are to nominate for the meet via the MSQ online meet entry system. Provision must be made for entries by Multi Class swimmers, to include a record of their classifications e.g. John Davis S12.
- QS7.3 Where the swimmer information on the entries differs in any way from that recorded in the Registration Database file received from the Recorder, the Recorder is to be notified immediately.
- QS7.4 The Host Club shall advise the Recorder of the date of their swim meet and request that a copy of all relevant swim records be forwarded to the Host Club two (2) days prior to the swim meet. Contact details are included above.
- QS7.5 The Host Club should be advised by swimmers prior to the start of the meet that they are attempting to break a record to ensure sufficient time-keepers have been assigned.



- QS7.6 The start, the race itself and the swim styles used at the swim meet shall comply strictly with the MSA General Rules and Swimming Rules.
- QS7.7 Event results are to be posted as soon as practicable after the event (notated with the time of posting) and are to be confirmed within 30 minutes of the posting time.
- QS7.8 An announcement is to be made when the results have been posted advising swimmers they have 30 minutes from the time of posting to lodge a protest.
- QS7.9 If no protests are received for the event, the results are to be marked as "FINAL" and announced. If a protest/query has been resolved and if any changes to the results eventuates, a new event result is to be printed and posted with rules QS7.7 – QS7.9 to be applied.
- QS7.10 Protests/queries against a swim result are to be lodged with the Meet Director. The Meet Director is then to confer with the Meet Referee regarding the protest. The Meet Referee's decision shall be final in accordance with MSA General Rules and Swim Rules. Submitting a protest may incur a fee, determined by the BMB.
- QS7.11 Where a postal event is conducted as part of a sanctioned swim meet, those swims must be swum in a pool the same length as the Host Club venue. Postal events must comply with rule QS14.

QS8 Conduct of Swimmers and Clubs

- QS8.1 Under no circumstances may one swimmer swim in place of another for the purpose of obtaining points, nor may an award be credited to a person other than the person who swam.
- QS8.2 At the absolute discretion of the Meet Referee, a swimmer may be allowed to swim in a heat or lane allocated to another swimmer.
- QS8.3 At the absolute discretion of the Meet Director, requests to change members of a relay team, after the closing time for relay nominations may be treated as follows:
- (a) Refused - the team either swims as nominated or does not swim at all;
 - (b) Conditionally allowed, on the basis that the team may swim with other than the nominated members, but shall not be eligible to receive an award or points for that swim. In such cases, the Meet Director shall ensure that the Swim Meet Recorder is aware of the substitution for correct processing;
 - (c) Unconditionally allowed, that is, the team swims with other than nominated team members and remain eligible to receive an award or points for that swim. In such cases the Meet Director shall ensure the Swim Meet Recorder is aware of the substitution and publishes results showing the correct team members and age group.
- QS8.4 Where a swim event is arranged to swim two (2) competitors per lane, and it is judged by the Referee that one of the swimmers in that lane deliberately or consistently obstructs the other swimmer, the swimmer causing



the obstruction shall be disqualified from that event. The swimmer affected by the obstruction shall be given the right to re-swim that event at the meet, at a time suitable to and approved by the Meet Director.

- QS8.5 Any swimmer, who impersonates another for the purposes of swimming in that person's place, shall be subject to disqualification.
- QS8.6 Any swimmer who attempts to collect an award for a swim in which another person swam (impersonating them), shall be subject to disqualification.
- QS8.7 Where a Meet Director becomes aware of any breach of Rules QS8.5 or QS8.6 within the period specified in QS7.9, the Meet Director shall, in conjunction with the Referee disqualify those involved. After the period specified in QS7.9, the Meet Director may bar those involved from any further participation in the meet and shall notify them. A report on the matter shall be forwarded to the BMB with all the relevant documentary evidence. Any recognition of the swim or award associated with it shall be withheld or surrendered pending the outcome of QS2.4.
- QS8.8 Any person who procures another to breach Rules QS8.5 or QS8.6 shall be subject to disciplinary action. Where the Meet Director becomes aware of the breach of this Rule, a report on the matter shall be forwarded to the BMB with all relevant supporting documentary evidence.
- QS8.9 Where it is witnessed by or brought to the attention of the Meet Director that a swimmer or observer is acting in a manner that is contrary to the rules of MSA, or where an activity or action is potentially injurious to that person or other swimmers or observers, the Meet Director shall confer with the Referee regarding appropriate action. With the agreement of the Referee, the Meet Director has the power to refuse further participation by or the presence of that person at the meet.
- QS8.10 It is the responsibility of the swimmer to report to the Marshalling Area when notified. Swimmers are required to remain in the Marshalling Area until received by the Check Starter.

QS9 Recording of Times

- QS9.1 The Chief Timekeeper or Meet Director shall check all watches before the start of the meet and ensure that all timekeepers and relief timekeepers are conversant with the requirements for the position.
- QS9.2 The Chief Timekeeper shall be made aware when relief timekeepers are required for any timekeeper presently on duty and when the relief timekeepers appear for duty, the Chief Timekeeper shall ensure they understand or are instructed in their role.
- QS9.3 At Interclub and State Swim Meets, electronic timing, with at least two backup timing devices per lane (i.e. Electronic plungers or stopwatches) are required OR where there is no electronic timing, two manual timing devices per lane are required except where exemption is applied for and approved by the Branch.
- QS9.4 At all times, when stopwatches are being used, lane timekeepers must keep a written record of times swum.
- QS9.5 Timekeepers are to ensure that the swimmer who starts or completes the race in that lane is the one whose name appears on the entry form. This is particularly important in the case of one lap events.



In longer distance events (400m and above) it is recommended one timekeeper be allocated the task of counting laps, and the second timekeeper to record split times.

- QS9.6 If the timekeepers on any one lane find that the times they record are consistently varied, then they are required to report to the Chief Timekeeper.
- QS9.7 Where a swimmer does not compete in an event, the letters 'DNS' (Did Not Swim) applies or if a swimmer does not complete an event, the letters 'DNF' (Did Not Finish) is to be printed across the swimmer's card.
- QS9.8 Where a swimmer is disqualified from an event, the Recorder will be notified of the disqualification. The letters 'DSQ' are to be printed across the swimmer's card. The form must be initialled/signed by the referee to signify an official disqualification.

QS10 Records

- QS10.1 State Records can only be set or broken by MSA members registered with the Queensland Branch.
- QS10.2 State records shall be kept for 25m swims (in 25m pools only), 50m, 100m, 200m, 400m, 800m and 1500m in the current individual events with the exception of the 1500m Butterfly. Individual Medley records are only available for 25 metre pools for 100m, 200m, 400m and 800m and for 50 metre pools in the 200m, 400m and 800m distances.
- QS10.3 Any State Record may only be set from results of sanctioned swim meets with at least two clubs present and two times recorded by two (2) timekeepers or AOE.

A postal swim is not eligible for records (both State and National) but may be eligible for inclusion in the National Endurance 1000 Program.
- QS10.4 State Records shall be kept for the 4x25m (in 25m pools only), 4x50m, 4x100m and 4 x 200m relay events in both 25 and 50m pools and must be set at sanctioned swim meets with at least two clubs present and two times recorded by two timekeepers or AOE.
- QS10.5 In all cases of Record application, MSQ must be in custody of a certified copy of the pool survey certificate.

QS11 Post Meet Requirements

- QS11.1 Final results are to be published and in the hands of the competing clubs, together with Certificates of Participation (if applicable), within one (1) month of completion of the meet.
- QS11.2 The Host Club shall produce a copy of interim results of club placings and individual aggregate placings. It shall be available by the official conclusion of the presentation of awards for members to pursue.



- QS11.3 A copy of the results in electronic format (Backup File) must be sent at the close of the meet. A printed copy of the records broken must be forwarded to the Branch Recorder within seven (7) days from the completion of the meet. Failure to submit the backup file on time, immediately after the meet, may mean that the National Recorder may not accept the late results.
- QS11.4 The meet Director shall complete or ensure the correct completion of the forms (refer to MSQ website) for application for records within fifteen (15) days of the meet.
- QS11.5 A hard copy of the results, plus an electronic backup of all swim meet data files shall be retained by the host club for a period of not less than two (2) years.

QS12 Risk Management and Medical Certificates

- QS12.1 A Risk Assessment Form must be completed by the Meet Director prior to the Swim Meet, to ensure that any problems with the venue, the facilities and equipment are brought to the attention of the Pool Venue Management so that appropriate action can be taken to ensure the safety of the members. This sheet should be completed a minimum of four (4) weeks prior to the swim meet date.

A final copy of the Risk Assessment form must be sent to the Administrator a week prior to the event or as specified on the form.

Adequate safety facilities and adequate first aid/medical facilities as set out in the National Safety Policy shall be complied with at all Branch sanctioned meets.

- QS12.2 The Meet Director shall follow the National Safety Policy and Guidelines with reference to section 4, Medical Emergency Response Procedure and the Medical Emergency Plan.
- QS12.3 The Meet Director shall follow the recommended warm-up and cool down guidelines as set down in the National Safety Policy, Section 2.6.
- QS12.4 In the event of an injury/accident/incident occurring at a swim, the Meet Director must receive a written detailed report from the nominated/appointed safety personnel (refer to National Safety Policy). This report is to be forwarded to MSQ within seven (7) days of the swim. An injury occurring outside the actual running of the swim will remain the responsibility of the swimmers' Club to notify the Branch.

Notification of a potential Insurance Claim must be lodged with the insurance company within thirty (30) days of the injury.
- QS12.5 A swimmer's entry must be prominently marked with initials "MD" if they require a non-manifest medical disability to be accepted and taken into account by the referee.
- QS12.6 An entry marked "MD" will be flagged on processing of information with an asterisk (*).

The Meet Director shall then check if it has been registered with the National Office and dispensation granted from a list provided by the branch if requested.



Short term or recent disabilities will not be recorded and those Medical Certificates are to be in the hands of the Meet Director, at least half an hour before the commencement of the first event, unless prior arrangements have been made with the Meet Director.

- QS12.7 The Meet Director shall ensure the Referee has been notified of all Medical Disabilities before the commencement of the first event. The Referee shall confirm the registration of the dispensation against the list provided by the branch to qualified Masters Referees or adjudicate on the disability claimed against the dispensations allowed in the MSA rules. Both the Marshals and Referee's copy of the Swim Meet program shall contain suitable markings to identify all instances of all competing swimmers with a medical history.
- QS12.8 Production of medical certificates does not permit the swimmer to perform a substitute swim action, especially if that action is prohibited from use in the approved normal swim style.
- QS12.9 The production of a medical certificate does not permit the use of wearing any device that may aid in the speed, buoyancy or endurance of that competitor.

QS13 Multi Class Swimmer

- QS13.1 The Meet Director must ensure that the Referee has been notified of all Multi Class Swimmers, who must provide their classification card if required. This must be done prior to the commencement of the first event.
- QS13.2 Where Multi Class events are conducted within the full program:
- Multi Class swimmers will be placed in heats with able-bodied swimmers, unless there are enough MC swimmers to warrant separate heats.
 - Multi class swimming rules will apply to all MC swimmers.
 - MC swimmers will be awarded as Multi Class swimmers and their results must be included in the submission to the MSQ recorder.

QS14 Postal Swims

This section includes the guidelines for requesting and running a sanctioned swim meet with postal events included, or a stand-alone postal only event in Queensland. A postal only meet hosted in Queensland is defined as a Queensland Postal Swim and requires sanction by the MSQ BMB. Postal only meets may also be sanctioned with MSA for promotion Australia wide.



QS14.1 The MSA 'Guidelines for Conducting a Sanctioned National Postal Swim' forms the foundation of the postal swim procedures. Clubs have the optional ability to sanction postal meets with MSA. This additional national sanction fee is paid to the MSA office to cover their administration costs of approving, compiling the postal calendar, adding information to the MSA website and Australia-wide promotion across all branches. The latest copy of all MSA documents, including the 'Guidelines for Conducting a Sanctioned National Postal Swim', and application forms are available on the MSA website: <http://www.mastersswimming.org.au>

QS14.2 The MSQ postal only meet guidelines are as follows:

Prior to opening of the postal swim:

- Application for sanction must be submitted to the MSQ Administrator via an online form distributed each year, closing on September 30. The non-refundable sanction fee of \$50 will be invoiced to successful clubs in November.
- All printed information used to promote Postal Swims including information sheets, newsletters, entry forms, printed programs and result booklets, etc. must bear the statement 'Sanctioned by Masters Swimming Queensland - xx/YY'.
- Produce a meet flyer/guide.
- Produce relevant postal forms for recording the entrant's details, events and times swum. The host club may design their own or make use of the standard forms supplied on the MSQ website.
- Flyers for sanctioned postal only swim meets must state the timeframe for conduct of the swim, and be circulated to all clubs in Queensland.
- Should a Club decide not to proceed with the swim at any time, the MSQ Administrator must be notified immediately this decision has been made.
- Determine the program, swim numbers, conditions and rules and timeframe for entrants to perform the swim(s).
- On request, MSQ will publish the meet flyer/guide and promote using social media and email distributions to MSQ clubs.

The meet flyer/meet guide:

- Clear instructions must be specified for rules of the meet, how to enter, payment methods, location of postal forms, and the submission of entries and times, and publishing the results
- Results of the postal swims will NOT be entered into the National records/results portal
- Eligible event results may be entered into the National Endurance 1000 Program by club e1000 recorders
- Include a statement that stresses the importance of adequate fitness levels before undertaking such swims
- The meet flyer/guide must be submitted to MSQ for review at least six (6) weeks prior to opening

The swim:

- Attempted events are to be swum in the period as detailed on the meet flyer/guide
- Events must be swum in a pool with length as designated by the host club, i.e. short and/or long course
- Each swim must be performed in an empty lane – no sharing or dragging/drafting
- No equipment may be worn during the swim, i.e. fins, pull-buoys, paddles, etc
- The supervisor will observe and enforce all aspects of the swimming rules, including starts, turns, finishes and technique
- The supervisor must be familiar with the use of a stopwatch regarding reset, start, splits, and stop



- It is recommended two stopwatches be used to aid in circumstances such as malfunction
- All splits and the final time are to be noted on the postal form(s) as per instructions on the form
- A split time for one event may not be used for a second event

After the swim:

- Postal forms and payment (if any) are to be submitted to the host club before the close of entries as directed
- The host club is responsible for collecting payments, completed postal forms, processing the entries and times, and publishing the results
- Results of the meet will NOT be entered into the National records/results portal
- Eligible event results may be entered into the National Endurance 1000 Program by club e1000 recorders
- The host club will provide MSQ with meet results in PDF format for publishing on the MSQ website

QS14.3 A postal swim may also form part of a sanctioned swim meet. If a postal swim is held as part of a sanctioned swim meet, the following will apply:

- The number of postal events will be specified by the host club
- Postal swims should only include events of distance 400, 800, and/or 1500 metres
- Postal swims must take place during the specified time period, in a surveyed pool with length as instructed by the host club
- Postal and pool entries must be submitted before the close of entries, as instructed by the host club
- Results of the postal swims will NOT be entered into the National records/results portal
- Eligible event results may be entered into the National Endurance 1000 Program by club e1000 recorders