

# CAPE TOWN METRO AQUATICS HANDBOOK



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## 1. GENERAL RULES

- a. FINA Technical Rules will apply to all CTMA competitions.
- b. IPC rules will apply when there are events for Para swimmers at CTMA competitions.
- c. All LEVEL 1 galas will be swum 25's (all ages), 9&u, 10-11 and 12&o.
- d. All LEVEL 2&3 sessions will be swum 11&u; 12-13 and 14&o.
- e. All SANJ sessions will be swum as open events.
- f. All swimmers to wear club caps at all galas, this includes the warmup as well.
- g. Specific lanes will be allocated per club per gala for warm-ups.
- h. All clubs to submit the name of 1(one) volunteer to be available for club duty **per session per gala together with officials list**. Should this person for whatever reason not be available, the club should supply the name of a substitute.

## 2. TECHNICAL SUITS

CTMA recommends that clubs/coaches/parents/swimmers refer to some of the guidelines regarding the use of technical suits. Below please find a few links to look at on the internet.

- <https://www.yourswimlog.com/tech-suits-guide/>
- <https://www.kiefer.com/blog/short-fast-life-tech-suit>

## 3. TECHNICAL OFFICIALS

- a. The names of SSA registered, trained and available officials must accompany the swimming entries. This will be a requirement for the acceptance of swimming entries. If this requirement is not fulfilled; the penalty will be a fine of **R250.00** for officials that is on the officials list and not present and the swimmers from the club/district may be excluded. It is each club's responsibility to find a substitute should officials for whatever reason not be able to officiate as per final officials list send out the Thursday before the gala starts.
- b. For all CTMA competitions, clubs/districts will be required to provide SSA registered trained officials for EVERY SESSION, according to the number of swimmers entered in the competition:
- c. **1 official for every 3 swimmers entered /session/club/gala.**
  - 1 to 3 swimmers - one judge/timekeeper per session.
  - 4 to 6 swimmers - one judge and one timekeeper for every session.
  - 7 and over swimmers, a **minimum** of three officials - **two judges and one timekeeper for every session.**
- d. The officials list must be completed on google drive once the link has been sent out to clubs together with the 1<sup>st</sup> set of report.
- e. All Technical Officials must be correctly attired;
  - White shirts and Navy-Blue Trousers or skirts for finals sessions;
  - Navy blue shorts for Heats will be permitted.

## 4. TIMESTANDARDS

- a. SSA time standards will be used.
- b. CTMA time standards = SSA time standards
- c. Two (2) extra time standards has been created called
  - **LEVEL1+** : Should a swimmer have this time standard he/she will be allowed to swim in the L2&3 meets. Swimmers with CT1+ timestandards that choose to participate at a CTMA Level2&3 meet, cannot participate at the CTMA Level 1 meet in the same month as well.
  - **LEVEL3+** : Should a swimmer have this time standard he/she will be allowed to swim in the SANJ sessions of galas.

## 5. LEVEL 1 SESSIONS/GALAS

- a. Heats will be swum fast to slow.
- b. 4 sessions EG
  - i. SESSION 1 – All ages – 25m events
  - ii. SESSION 2 – 9 & under
  - iii. SESSION 3 – 10-11

- iv. SESSION 4 – 12 & over
    - Sessions to be rotated from gala to gala.
    - Sessions subject to change due to numbers.
  - c. SSA Level 1 rules & program will be used for CTMA Level 1 sessions/galas.
  - d. Please note that the swimmers age is at the first day of the competition.
  - e. All events will be swum as timed finals at these galas.
  - f. **Level 1 swimmers** cannot enter for both the 25m session and age group session.
  - g. NT's will be accepted.
  - h. Custom times **will not** be allowed.
  - i. Swimmers 10&o with one (1) Level 2 qualifying time are **not** eligible to swim at these meets.
  - j. Level 1 galas will always be swum in a 25m pool.
  - k. In the month where a qualifying gala is being swum, no Level 1 gala will be swum, due to Level 1 & up swimmers participating at the qualifying gala.
  - l. **Participation at the LEVEL 1** sessions/galas, will be dependent on the swimmer being **appropriately CAPITATED**.
- 6. LEVEL 2&3 SESSIONS/GALAS** (Will be swum on the same day as SANJ+ session)
- a. Heats will be swum fast to slow.
  - b. 3 sessions EG
    - i. SESSION 1 – 11 & under
    - ii. SESSION 2 – 12 to 13
    - iii. SESSION 3 – 14 & over
      - Sessions to be rotated from gala to gala.
      - Sessions subject to change due to numbers.
  - c. SSA Level 2 rules & program will be used for CTMA Level 2&3 sessions/galas.
  - d. The 3% rule will apply. (Swimmers that have qt's 3% and less short from a CTMA LEVEL2 qt may compete at this session/gala. A time standard has been created for these swimmers called **CT1+**).
  - e. Please note that the swimmers age is at the first day of the competition.
  - f. All events will be swum as timed finals at these galas.
  - g. **Level 2&3 swimmers and those falling within the 3% short form CTMA LEVEL 2 QT(CT1+) may enter all events in their age groups.**
  - h. NT's will be accepted.
  - i. Custom times **will not** be allowed.
  - j. Swimmers 10&o with one (1) CTMA SANJ qualifying time are **not** eligible to swim at these sessions/galas.
  - k. Level 2&3 galas/session will be swum in a 25m (winter) & 50m(summer) pool. Depending on availability of 50m pools.
  - l. In the month where a qualifying gala is being swum, no Level 2&3 sessions/galas will be swum , due to Level 1 & up swimmers participating at the qualifying gala.
  - m. **Participation at the LEVEL 2&3** sessions/galas, will be dependent on the swimmer being **FULLY CAPITATED**, having achieved **1 x Level 2 QT AND** have participated in a minimum of **one (1) 100m/200m/400m Individual Medley**. The time for this Individual Medley event must be official and be captured on the SSA National Database. The nominal purpose of this rule is to encourage younger swimmers not to specialise in specific strokes at too early an age as part our Long-Term Participant Development programme.
  - n. **GUIDELINES for Para swimmers** – Para swimmers to compete in the Level 2&3 galas/sessions. However, should a para swimmer have SANJ+ qt's or fall within the 3%, he/she may compete at SANJ+ galas/session.
- 7. SANJ GALAS/SESSIONS** (Will be swum on the same day as Level 2&3 sessions/gala)
- a. Heats will be swum fast to slow.
  - b. 1 session EG
    - i. SESSION 4 – all ages

- Sessions to be rotated from gala to gala.
  - Sessions subject to change due to numbers.
- c. SSA SANJ rules & program will be used for CTMA SANJ+ sessions/galas.
  - d. The 3% rule will apply. (Swimmers that have qt's 3% and less short from a CTMA SANJ qt may compete at this session/gala. A time standard has been created for these swimmers called **CT3+**).
  - e. Please note that the swimmers age is at the first day of the competition.
  - f. All events will be swum as timed finals at these sessions/galas.
  - g. **SANJ+ swimmers and those falling with in the 3% short from CTMA SANJ QT(CT3+) may enter all events.**
  - h. NT's will be accepted.
  - i. Custom times will not be allowed.
  - j. SANJ galas/session will be swum in a 25m (winter) & 50m(summer) pool. Depending on availability of 50m pools.
  - k. In the month where a qualifying gala is being swum, no SANJ+ gala/session will be swum , due to Level 1 & up swimmers participating at the qualifying gala.
  - l. **Participation at the SANJ sessions/galas, will be dependent on the swimmer being FULLY CAPITATED, having achieved 1 x Level 2 QT AND have participated in a minimum of one (1) 100m/200m/400m Individual Medley.** The time for this Individual Medley event must be official and be captured on the SSA National Database. The nominal purpose of this rule is to encourage younger swimmers not to specialise in specific strokes at too early an age as part our Long-Term Participant Development programme.
  - m. **GUIDELINES for Para swimmers** – Para swimmers to compete in the Level 2&3 galas/sessions. However, should a para swimmer have SANJ+ qt's or fall within the 3%, he/she may compete at SANJ+ galas/session.

## 8. QUALIFYING GALAS

- a. Heats will be swum fast to slow.
- b. 7 sessions EG
  - i. SESSION 1 – All Ages
  - ii. SESSION 2 & 5 – 12 & Under
  - iii. SESSION 3 & 6 – 13 & Over
    - Subject to change due to numbers.
- c. Gala will take place over 3 days.
- a. Session 1 will start Friday afternoon.
- b. Session 2 & 3 – Saturday
- c. Session 4 & 5 – Sunday
- d. Please note that the swimmers age is at the first day of the competition.
- e. All events will be swum as timed finals at these galas.
- f. **Swimmers may enter 5 events**
- g. NT's will be accepted
- h. Custom times will not be allowed.
- i. Age groups 12 & under and 13 & over.
- j. 200fly; 400IM, 400free, 800free & 1500free – 12 & over
- k. Qualifying galas will be swum in a 25m (winter) & 50m(summer) pool. Depending on availability of 50m pools.
- l. In the month where a qualifying gala is being swum, no other galas will be swum, due to Level 1 & up swimmers participating at the qualifying gala.
- m. **Participation at the QUALIFYING galas, will be dependent on the swimmer being FULLY CAPITATED and have participated in a minimum of one (1) 100m/200m/400m Individual Medley.** The time for this Individual Medley event must be official and be captured on the SSA National Database. The nominal purpose of this rule is to encourage younger swimmers not to specialise in specific strokes at too early an age as part our Long-Term Participant Development programme.
- n. **Events for Para swimmers** – Any Para swimmer may compete at QUALIFYING galas. There are no QT's.

- o. No relays will be swum at the qualifying galas.

## 9. RELAY GALAS

- a. Heats will be swum fast to slow.
- b. 2 sessions EG
  - i. SESSION 1 – 12 & under
  - ii. SESSION 2 – 13 & over
- c. Gala will take place over 1 day.
- d. Please note that the swimmers age is at the first day of the competition.
- e. Clubs may enter as many relays as they wish.
- f. Age groups 12 & under, 13 & over.
- g. Relay galas will be swum in a 25m (winter) & 50m(summer) pool. Depending on availability of 50m pools.
- h. **Participation at the RELAY galas, will be dependent on the swimmer being APPROPRIATELY CAPITATED.**

## 10. CTMA CHAMPIONSHIP (LEVEL 2, 3 & SANJ)

- a. **Participation at the CHAMPIONSHIP gala, will be dependent on the swimmer being FULLY registered.**
- b. Please note that the swimmers age is at the first day of the competition.
- c. SSA LEVEL 3 program will be used for CTMA CHAMPIONSHIP.
- d. All events will be swum as timed finals.
- e. Gala will take place over 3 days
 

1. Friday	Session 1	SANJ+
2. Friday	Session 2	Level 3
3. Saturday	Session 3	SANJ+
4. Saturday	Session 4	Level 3
5. Saturday	Session 5	Level 2
6. Sunday	Session 6	SANJ+
7. Sunday	Session 7	Level 3
8. Sunday	Session 8	Level 2
- f. **Swimmers may enter** the event that they have qualified for and has **participated at 2 CTMA galas.**
- g. SANJ+ swimmers may swim the events they have qualified for and the events with CT3 qualifying times in the SANJ session only.
- h. LEVEL 3 swimmers may swim the events they have qualified for and the events with CT2 qualifying times in the LEVEL 3 session only.
- i. LEVEL 2 swimmers may swim the events they have qualified for and the events with CT1+ qualifying times in the LEVEL 2 session only.
- j. NT's **will not** be accepted
- k. Heats will be swum fast to slow.
- l. 200IM will be swum for 10 & over according to the Long-Term Participant Development programme.
- m. If a swimmer has entered the
  - i. 1500 Free he/she may request splits for the 800 Free and 400 Free
  - ii. 800 Free he/she may request splits for the 400 Free
- n. **Events for Para swimmers** – Any Para swimmer may compete at CHAMPIONSHIP gala. There are no QT's, but swimmers must have times on the SSA Database. All Para swimmers will compete in the SANJ+ sessions.
- o. No relays will be swum.
- p. Medals will be presented to the first three swimmers in each age group each event per Level category.
  - i. Age groups for medals:
  - ii. Level 2 : 10&u; 11; 12; 13; 14; 15; 16; 17; 18&o
  - iii. Level 3 : 10&u; 11; 12; 13; 14; 15; 16; 17; 18&o
  - iv. SANJ+ : 12&u; 13; 14; 15; 16; 17; 18&o



- q. **Except for West Coast - No other out of district swimmers** may participate at this championship.
- r. Place & Points

PLACE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
POINTS	20	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

- s. There will be **NO** trophies.

### 11. CLUB HOSTED GALAS

- Clubs can apply to host their galas to be ratified.
- The following criteria must be used;
  - Clubs may only host one (1) gala per season.
  - No club galas may overlap with the CTMA calendar. Dates has been allocated already on the CTMA Calendar.
  - Registered referee, starter, 6 judges and 3 timekeepers per lane, names must be submitted with the timesheets to the swimboard.
- There will be an administration fee of **R1000** payable for swimboard to capture the times.
- If clubs send own zip file, there will be no charge involved.

### 12. TIME TRIALS

Applications for Time Trials during any gala, except CHAMPIONSHIPS, will be considered:

- Written application detailing the motivation must be received **together with gala entries** of said gala that time trial must be held at.
- The Fee will be **R300.00** per time trial
- Time Trials, if granted by CTMA Swimboard, will take place at the end of the last session.
- Payment for time trial must be made and POP emailed to Lucinda Koch [swimboard@ctmaquatics.co.za](mailto:swimboard@ctmaquatics.co.za) as soon as application has been granted and confirmed.**

### 13. LEVEL 1,2,3, SANJ+ & QUALIFYING GALA ENTRIES ADMINISTRATION

- All entries must be submitted to the swimboard convenor Lucinda Koch – [swimboard@ctmaquatics.co.za](mailto:swimboard@ctmaquatics.co.za) 11 days before the gala starts.
- The following documents **MUST** be submitted in your mail:
  - Entries ZIP file.
  - Individual entries pdf document for individual events **ONLY** (please make sure to tick the options to include time standards and entry times)
  - Gala Entry Fee report (both IE's & Relays)
  - POP (Proof of payment)
- Please make sure to include your clubs' code in front of each document e.g.
  - Club name: LUCINDA'S SWIMMING CLUB
  - Club code: **LUCI-**
- Mails received without any of abovementioned documents will not be accepted** (without warning) and treated as nil and void.
- Officials list (as per requirements set out in the google doc). Link to this doc will be sent out together with the 1<sup>st</sup> set of reports. When a club submit officials list for a gala, they must submit a name of 1 x member per session to represent the club for club duty as well.
- Three sets of reports will be send out to check
  - 1<sup>st</sup> set of reports : Friday after entries close
  - 2<sup>nd</sup> set of reports + Meet Mobile : Monday before gala starts
  - 3<sup>rd</sup> set of reports : Wednesday evening/Thursday morning before gala starts

- **PLEASE NOTE:** Should any omissions/late entry/additional entry be send after the 2<sup>nd</sup> set of reports has been circulated – those entries will be charged at **10x** the normal entry fee. Late entries will not be accepted after the final set of reports has been circulated.
- g. No replacements of events. If you have entered a swimmer for a 50free and 50breast, but now want to swim the 50fly instead of the 50free. This will be treated as a late entry and the 50free as a scratch.
  - h. NO LATE ENTRIES will be accepted after the 3<sup>rd</sup> and final set of reports has been sent out.
  - i. Only accredited COACHES may
    - Withdraw competitors
    - Lodge objections
    - Lodge complaints
  - j. Written protest on an official protest form and accompanied by **R500.00** must be lodged with the Admin Referee within 30 minutes of the publication or announcement of the disqualification.
  - k. In the case of a dispute, the referees' decision will be final.
  - l. Late entries on pool deck will not be accepted.
  - m. **Withdrawals**
    - Pre-competition up to 30 minutes before the gala starts – no charge
    - Withdrawals made outside this time limit, will be fined **R200.00** per event.
    - No-shows, swimmers who do not show for their race, will be fined **R300.00** and the swimmer may not compete in any other event until this fine has been paid. **No show fees apply to ONLY Level 2 & up swimmers.**
    - **Should a swimmer scratch from any event due to illness but can swim the next events must provide the admin referee with a medical certificate for the scratched event.**

#### 14. CHAMPIONSHIP ENTRIES ADMINISTRATION

- a. All entries must be submitted to the swimboard convenor Lucinda Koch – [swimboard@ctmaquatics.co.za](mailto:swimboard@ctmaquatics.co.za) 15 days before the gala starts.
- b. The following documents MUST be submitted in your mail:
  - Entries ZIP file.
  - Individual entries pdf document for individual events ONLY (please make sure to tick the options to include time standards and entry times)
  - Relay entries pdf document for relay events ONLY.
  - Gala Entry Fee report (both IE's & Relays)
  - POP (Proof of payment)
- c. Please make sure to include your clubs' code in front of each document e.g.
  - Club name: LUCINDA'S SWIMMING CLUB
  - Club code: **LUCI-**
- d. **Mails received without any of abovementioned documents will not be accepted** (without warning) and treated as nil and void.
- e. Officials list (as per requirements set out in the google doc). Link to this doc will be sent out together with the 1<sup>st</sup> set of reports. When a club submit officials list for a gala, they must submit a name of 1 x member per session to represent the club for club duty as well.
- f. Three sets of reports will be send out to check
  - 1<sup>st</sup> set of reports : Friday after entries close
  - 2<sup>nd</sup> set of reports + Meet Mobile : Monday before gala starts
  - 3<sup>rd</sup> set of reports : Wednesday evening/Thursday morning before gala starts
  - **PLEASE NOTE:** Should any omissions/late entry/additional entry be send after the 2<sup>nd</sup> set of reports has been circulated – those entries will be charged at **10x** the normal entry fee. Late entries will not be accepted after the final set of reports has been circulated.



- g. No replacements of events. If you have entered a swimmer for a 50free and 50breast, but now want to swim the 50fly instead of the 50free. This will be treated as a late entry and the 50free as a scratch.
- h. NO LATE ENTRIES will be accepted after the 3<sup>rd</sup> and final set of reports has been sent out.
- i. Only accredited COACHES may
  - Withdraw competitors
  - Lodge objections
  - Lodge complaints
- j. Written protest on an official protest form and accompanied by **R500.00** must be lodged with the Admin Referee within 30 minutes of the publication or announcement of the disqualification.
- k. In the case of a dispute, the referees' decision will be final.
- l. Late entries on pool deck will not be accepted.
- m. **Withdrawals**
  - Pre-competition at the Manager's Meeting – no charge
  - After the Manager's Meeting, withdrawals will be accepted 1 hour before the start of the evening session preceding the heats.
  - Withdrawals made outside this time limit, will be fined **R200.00** per event.
  - No-shows, heats or finals, swimmers who do not show for their race, will be fined **R300.00** and the swimmer may not compete in any other event until this fine has been paid.
  - Withdrawals from the finals – this must be done before the end of the heats session or as notified by the Admin Referee. It would be helpful if these withdrawals are done as soon as possible after the results are notified, as this would be useful for notifying the alternates for the events.
  - The alternates must report for the finals in case they are needed.
  - If the Referee deems a swimmer to have deliberately false started or not performing to the swimmer's capabilities then the swimmer will be fined R500.00 and will be withdrawn from all further events that session, including relays if they fall in that session.

## 15. CEREMONIES

- a. Opening Ceremony – Managers should instruct swimmers on respectful behaviour during the performing of the National Anthem and Opening Speeches.
- b. Medal Ceremony – Swimmers must present themselves in good time and correctly attired.
- c. Only medal winners will be allowed on the medal podium during medal presentations.

**CTMA WILL NOT BE LIABLE FOR ANY INJURIES SUSTAINED ON THE PREMISES DURING THE COURSE OF ANY CTMA GALA.**

## 16. CTMA DISTRICT TEAM SELECTION: INTER-DISTRICT PRESTIGE CHAMPS

- a. The inter-district gala rotates annually between the following provinces: Eden District, Eastern Province, Border, Free-state and will also from now on include CAPE TOWN METRO DISTRICT.
- b. Inter-district individual events: 50m free, 100m free, 50m back, 100m back, 50m breast, 100m breast, 50m fly, 100m fly, 400m free, 200IM
- c. Inter-district relay events: 200m medley, 200m free
- d. All inter-district individual events and relays are swum in the following age groups: 10/U, 11-12, 13-14, 15-16, 17/O
- e. **Team selection criteria:**
  - Swimmers must be SSA registered with CTMA.

- CTMA will appoint annually a selection panel, a management team and a coach for the interprovincial gala.
- Swimmers must participate in the **CTMA QUALIFYING GALA #2**.
- Swimmers must complete the form, which will be circulated via email, to confirm their availability for the inter-provincial gala.
- This form together with proof of payment (POP) must be submitted on or before the due date set out.
- The CTMA Team will be selected based on season's best times since 1 May up until 30 November in the same year (long course and short course converted) at a date agreed by CTMA panel.
- Swimmers 16/U must have a Level 2 qualifying time; swimmers 17/O must have a Level 3 qualifying time in the event for which they are chosen.
- The selection panel can, at its discretion, select a team member for an event without a qualifying time, provided that the swimmer has the required qualifying time for at least one other event.
- The top two swimmers according to times per event per age group, providing they meet the above criteria, are firstly considered.
- The selection panel carefully consider event selection per swimmer based on the best possible outcome for the CTMA District; remember, your child is representing the CTMA District and our goal is to be the winning District.
- It is important to remember that the team is selected by the selection panel, and neither parents nor swimmers can choose the events they want their child to swim.
- Where a swimmer is dominant in multiple strokes, national rankings and best possible outcome for the District will be considered.
- A swimmer may **ONLY** swim a maximum of four events plus relays.
- The TM Program with input from the coach selects the relay teams which are most likely to attain the best possible results for the District.
- The District team selection will be final after ratification by Swim Board and CTMA EXCO; thereafter the team will be announced by the CTMA office via email to the Clubs.
- Important
  - Participation in the District team is based on selection; participation in the inter-district gala will require a swimmer to swim all events for which they are selected.
  - No swimmer will be allowed to scratch from an event without a Doctor's note; if a child withdraws from an event a fine of **R500** will be imposed on the swimmer.
  - The tour fees will stay the same irrespective if a swimmer is traveling and staying with the team or their parents. No rebates will be given.
  - **Once swimmers confirm availability to compete, the proof of payments must also accompany said document.**

#### **17. CTMA DISTRICT TEAM SELECTION: FUTURE STARS CHAMPS**

- a. The inter-district gala rotates annually between the following districts: Eden District, Winelands District, West Coast District, Overberg District, Karoo District and Cape Town Metro District.
- b. **Rules for this meet will be added to handbook and circulated to clubs/swimmers as soon as the FUTURE STARS CHAMPS COMMITTEE has been selected and have set out the rules.**
- c. **Team selection criteria:**
  - Swimmers must be SSA registered with CTMA.
  - CTMA will appoint annually a selection panel.
  - Subject to the number of selected swimmers, CTMA will decide on the number of managers and coaches to accompany the team.

- Swimmers eligible for selection to this team had to participate in the **CTMA FUTURE STARS QUALIFYING GALA**.
- Swimmers must complete the form, which will be circulated via email after the **CTMA FUTURE STARS QUALIFYING GALA**, to confirm their availability for the inter-provincial gala.
- The CTMA Team will be selected based on season's best times since 1 May in the same year (long course and short course converted) after CTMA FUTURE STARS QUALIFYING GALA at a date agreed by CTMA panel.
- Swimmers 16/U that have a Level 2 qualifying time will not be eligible for selection.
- The top three swimmers according to times per event per age group, providing they meet the above criteria, are firstly considered.
- The selection panel carefully consider event selection per swimmer based on the best possible outcome for the CTMA District; remember, your child is representing the CTMA District and our goal is to be the winning District.
- It is important to remember that the team is selected by the selection panel, and neither parents nor swimmers can choose the events they want their child to swim.
- Where a swimmer is dominant in multiple strokes, national rankings and best possible outcome for the District will be considered.
- A swimmer may swim a maximum of four events plus relays.
- The TM Program with input from the coach selects the relay teams which are most likely to attain the best possible results for the District.
- The District team selection will be final after ratification by Swim Board and CTMA Exco; thereafter the team will be announced by the CTMA office via email to the Clubs.
- Important
  - Participation in the District team is based on selection; participation in the **FUTURE STARS CHAMPS** will require a swimmer to swim all events for which they are selected.
  - No swimmer will be allowed to scratch from an event without a Doctor's note; if a child withdraws from an event a fine of **R500** will be imposed on the swimmer.
  - The tour fees will stay the same irrespective if a swimmer is traveling and staying with the team or their parents. No rebates will be given.
  - **Once swimmers confirm availability to compete, the proof of payments must also accompany said document.**

## 18. CTMA SWIMMING AWARDS & COLOURS

- a. To take place end of season after SENIOR AND YOUTH NATIONALS.
- b. CTMA will appoint annually a selection panel,
- c. Panel for 2019/2020 season will be selected at the 1<sup>st</sup> OPEN SWIMBOARD MEETING to be held in 2019.
- d. Panel will consist out of the following members
  - 1 x Swim Board Member
  - 1 x Coaches Board Member
  - 1 x Exco Board Member
- e. COLOURS CATEGORIES
  - CTMA AGE GROUP HALF COLOURS
 

To swimmers who qualify to participate at **WC Long Course Provincial Championships** in the 16&under category at a recognized District federation competition, SSA recognized competition or achieve the qualifying standard as SSA recognized schools competitions.

➤ **CTMA AGE GROUP FULL COLOURS**

To swimmers who participate in a 16&under FINAL at the WC Long Course Provincial Championships.

➤ **CTMA HALF COLOURS**

To swimmers who qualify to participate at WC Long Course Provincial Championships in the 17&over category at a recognized District federation competition, SSA recognized competition or achieve the qualifying standard as SSA recognized schools competitions.

➤ **CTMA FULL COLOURS**

To swimmers who participate in a 17&over FINAL at WC Long Course Provincial Championships.

➤ **CTMA DISABLED HALF COLOURS**

To disabled swimmers who qualify to participate at SSA Nationals / SASAPD / SASA-II

➤ **CTMA DISABLED FULL COLOURS**

To disabled swimmers who medal at SSA Nationals / SASAPD / SASA-II

f. **COLOURS CATEGORIES**

➤ **TOP FINA POINTS FOR JUNIOR WOMEN(13&U)**

To TOP FINA points scorer for all CTA meets participated in season (sum of points)

➤ **TOP FINA POINTS FOR JUNIOR MEN(13&U)**

To TOP FINA points scorer for all CTA meets participated in season (sum of points)

➤ **TOP FINA POINTS FOR SENIOR WOMEN(14&O)**

To TOP FINA points scorer for all CTA meets participated in season (sum of points)

➤ **TOP FINA POINTS FOR SENIOR MEN(14&O)**

To TOP FINA points scorer for all CTA meets participated in season (sum of points)

➤ **TOP DISABLED SWIMMER WOMEN**

To Top Medal winner for all CTA meets participated in season

➤ **TOP DISABLED SWIMMER MEN**

To Top Medal winner for all CTA meets participated in season

➤ **HONORARY COACHES AWARD – SSA SNR NATIONALS**

To the Coach with the highest FINA point swimmer achieved at an SSA meet in season

➤ **HONORARY COACHES AWARD – SSA JNR NATIONALS**

To the Coach with the highest FINA point swimmer achieved at an SSA meet in season

➤ **HONORARY COACHES AWARD – SSA LEVEL 3**

To the Coach with the highest FINA point swimmer achieved at an SSA meet in season

➤ **HONORARY COACHES AWARD – SSA LEVEL 2**

To the Coach with the highest FINA point swimmer achieved at an SSA meet in season

➤ **HONORARY COACHES AWARD – SSA LEVEL 1**

To the Coach with the highest FINA point swimmer achieved at an SSA meet in season

➤ **HONORARY OFFICIALS AWARD**

To registered official/s that goes over and above the call of duty? (Could be more than 1 candidate)

➤ **HONORARY SWIMMERS SCROLL AWARD**

To all swimmers who competed at SSA Nationals (This award will be a yearly award – all swimmers will be awarded a unique number that will not be repeated)

➤ **PRESIDENT'S AWARD**

## 19. SUSPENSIONS

- a. Suspension shall be defined as not visible, not present, not participating or to stay away from CTMA activities.

- b. Suspended member may not attend or participate in any activity under the jurisdiction of CTMA, WCA or SSA.
- c. Contravention of suspension shall mean defiance of the sentence, thus invoking another disciplinary hearing.
- d. The CTMA executive shall or may conduct a re-hearing of a disciplinary hearing or an appeal hearing, where the committee acted in an incompetent manner by ignoring the CTMA constitution or failed to act in a proper manner regarding transgression or appeal.

## **20. REFEREES' ASSOCIATION ORDINANCE**

- a. Any official who has served CTMA diligently for three years may qualify for an official's certificate, subject to approval of the Referees' Association committee.
- b. Any application submitted on behalf of an official for meritorious or honours award must first be verified and endorsed by Referees' Association committee before submission to CTMA executive.
- c. The Referees' Association will forward nominations for awards, or names of officials to officiate at all national events or any other competition, to CTMA executive for ratification.
- d. Any official who wishes to do duty outside CTMA boundaries shall apply via their club in writing to the Referees Association, who shall act in accordance with the criteria as set out by the Referees Association. See below.
- e. Any complaints, or charges of misconduct brought against any officials shall be reported within seven days as per our constitution and action shall proceed by applying the constitution.
- f. Training and exams
  - i. Will only be executed under the supervision of appointed referees. Consideration of monitoring exams by non-referees may only be permitted in extreme logistical circumstances.
- g. Unsuccessful with exams
  - i. Achieving fewer than 50% - must be re-written
  - ii. Achieving 51 to 79% - only requires an oral interview
- h. Period to qualify
  - i. Probation timekeepers must complete the required probation within 9 months of passing the exams. Probation judges, starters and referees must complete the required probation within 12 months of passing the exams.
- i. Timekeepers
  - i. Requires at least 5 probation sessions with ET equipment in operation, or at least 2 qualified timekeepers on the lane to qualify, subject to the Referees' Association's ratification
- j. Judges
  - i. Requires at least 10 probation sessions to qualify, subject to the Referees' Association's ratification.
- k. Starters and Referees
  - i. Requires at least 15 probation sessions of which at least 5 must be done at Junior League galas or somewhere where most of the under 10 swimmers compete. The intention being to expose the probationers where most of the infractions occur, thus enhancing their exposure, experience and skills
  - ii. The Referees' Association however shall have the final decision, irrespective of any probation official meeting the examination and probation period requirements, in ratifying such an official as being qualified. Completing the



probation does not automatically qualify an individual to be appointed as such.

- I. The Referees' Association has the prerogative to invite nominees for the referees' course. Motivation: To ensure that the nominee has the skills and ability to handle the responsibility involved with the position. The criteria therefore are not only on practical duties of performance but very much on the observation of the specific skills required for human interaction, attitude and public relations.

## 21. CRITERIA FOR OFFICIATING AT NATIONAL COMPETITIONS

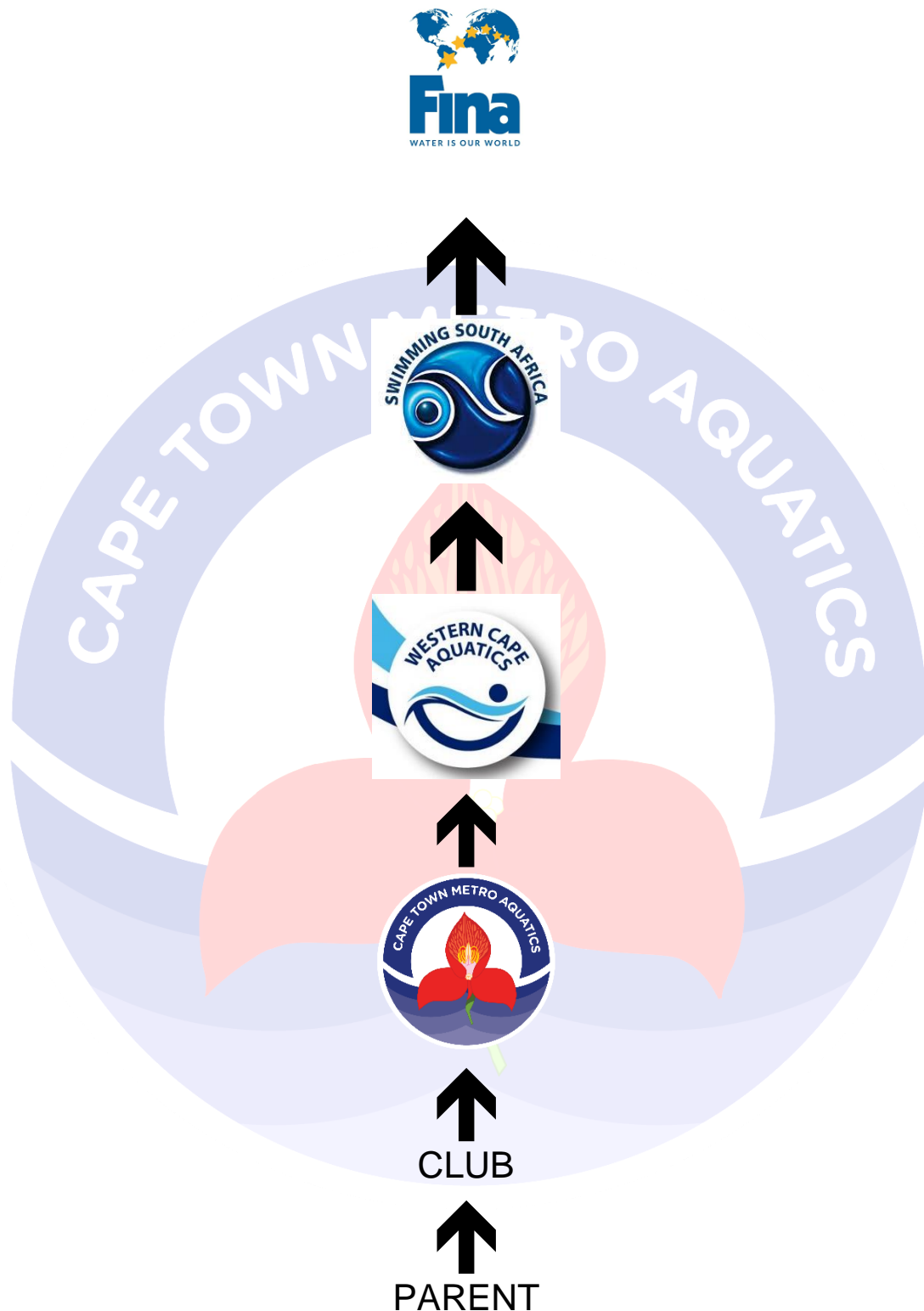
- All officials wishing to officiate at any National competition must have officiated at the following galas:
  - a. 2 sessions at each of the CTMA Level galas
  - b. 1 session at the Western Cape Short Course Championships
  - c. 2 sessions at Western Cape Championships
  - d. 2 sessions at CTMA LEVEL 1 Championships OR 2 sessions at CTMA LEVEL 2&3 Championships
  - e. Attend 1 of 2 workshops for the full duration of the workshop
- The application will be subject to the approval of the Technical Committee and will be a committee decision. The application to attend a National gala must be sent in via the Club on the prescribed forms, when submitting the entries to the Swim Board. The Technical Committee will recommend to the CTMA Exco who is eligible to officiate.
- Anyone attending a National Gala without prior clearance from CTMA will not be credited with having officiated at a National Gala

### ➤ OFFICIAL'S DUTIES

1. Dress code: white tops with sleeves; navy blue bottoms (pants, skirts); **No jeans**; closed toe white shoes
2. Starters and referees should arrive one hour prior to the start of the session.
3. Chief timekeepers to arrive and report 45 minutes prior to the start of the gala.
4. Other officials to arrive and report 30 minutes prior to the start of the gala.
5. On arrival, all officials to check what duties they must perform and collect the equipment they will require.
6. An official shall assign him/herself to the duty they are delegated to and not interfere with another official's work.
7. Officials are not permitted to cheer any swimmers when on duty.
8. An official wishing to leave the pool deck must inform the chief timekeeper / judge or referee, depending on the capacity of the duty being performed.
9. Cell phones to be switched off.
10. An official shall conduct him/herself with dignity and respect and shall refrain from acting in a manner that will bring our association into disrepute.
11. Disqualification should not be debated with parents or coaches. Only the referee deals with disputes.



**22. COMMUNICATION PROTOCOL**



**MUST BE IN WRITING VIA YOUR CLUB!!!**

**23. REGISTRATION**

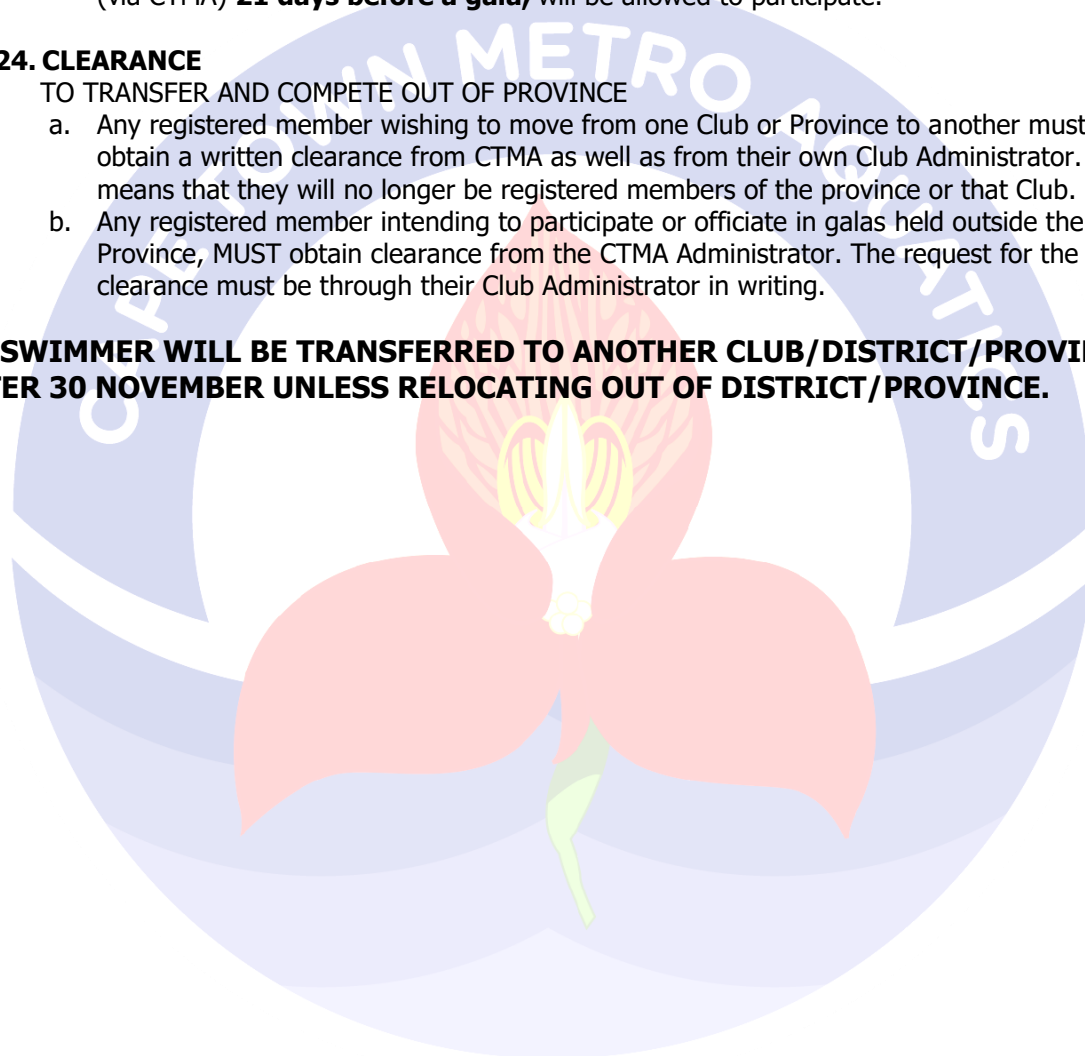
- a. All club members must be registered with CTMA and this will be handled by the Club Administrator.
- b. Registration forms are obtainable from the Club Administrator.
- c. New registrations must be accompanied by a copy of the birth certificate or ID of swimmer.
- d. No registration form will be accepted without proof of payment of the registration fees.
- e. Registration fees to be paid to the swimmers Club and paid over as one amount to CTMA and clearly marked as per Treasurers instructions.
- f. For every family that registers, **one official must register.**
- g. Only registered swimmers will be allowed to participate in galas.
- h. Swimmers must register in time. Only swimmers registered with Swimming South Africa (via CTMA) **21 days before a gala,** will be allowed to participate.

**24. CLEARANCE**

## TO TRANSFER AND COMPETE OUT OF PROVINCE

- a. Any registered member wishing to move from one Club or Province to another must obtain a written clearance from CTMA as well as from their own Club Administrator. This means that they will no longer be registered members of the province or that Club.
- b. Any registered member intending to participate or officiate in galas held outside the WC Province, **MUST** obtain clearance from the CTMA Administrator. The request for the clearance must be through their Club Administrator in writing.

**NO SWIMMER WILL BE TRANSFERRED TO ANOTHER CLUB/DISTRICT/PROVINCE AFTER 30 NOVEMBER UNLESS RELOCATING OUT OF DISTRICT/PROVINCE.**



**25. GALA FEE STRUCTURE**

	Surcharge	Entry fee per event	
<b>SANJ</b>	R10	R30	
<b>Level 3</b>	R10	R30	
<b>Level 2</b>	R10	R30	
<b>Level 1</b>	R10	R30	
<b>Challenge</b>	R10	R40	
<b>Qualifying Gala</b>	R20	R40	
<b>Championship L2,L3 &amp; SANJ</b>	R20	R40	
<b>Championship L1</b>	R20	R30	
<b>CTMA Clubs participating at out of district galas</b>			<b>All entries &amp; payments to CTMA Swimboard Convenor</b>
<b>Out of district clubs participating at CTMA galas</b> *Please note that due to numbers, CTMA Clubs/swimmers get 1 <sup>st</sup> option to enter in CTMA galas/sessions Should a session/gala not be longer than 2 and a half hours after all CTMA Clubs/swimmers entries has been processed, and there are lanes available all other districts will be able to enter the session/gala 2 <sup>nd</sup> option – West Coast Aquatics 3 <sup>rd</sup> option – Overberg Aquatics 4 <sup>th</sup> option – Winelands Aquatics 5 <sup>th</sup> option – Eden Aquatics *ONLY after 2 <sup>nd</sup> set of reports have been circulated to CTMA Clubs and lanes are available, the other districts' entries will be processed.	R40 *SANJ sessions of CTMA galas will ALWAYS be open for other districts to participate	Entry fees as per the specific gala (see above)	<b>All entries &amp; payments via District Swimboard Convenor</b>