



#### QUALIFYING MEETS (LEVEL 3 & SANJ+ QTs)

MEET WILL BE SWUM	= Timed finals, slow to fast
NO TIMES	= Allowed
CUSTOM TIMES	= NOT Allowed
AGE GROUPS	= 13&u and 14&o
RESULTS	= 10&u, 11, 12, 13, 14, 15, 16, 17&o
ELIGIBILITY	= Level 3+ qualifiers (16&o Level 2 qualifiers will also be eligible to participate)
PROGRAM USED	= SANJ

- 1 Swimmers who are **fully registered** and have Level 3 and up QTs on the WCA database may compete at this meet.
- 2 Swimmers **10 years and under** who have achieved Level 3 QTs may choose to participate at **QUALIFYING MEETS OR JUNIOR SERIES MEETS** .
- 3 If a swimmer has entered the
  - o 1500 Free with a NT, he/she must have times on the WCA DB for the 800 Free or 400 Free
  - o 800 Free with a NT he/she must have times on the WCA DB for the 400 Free
  - o 400 IM with a NT he/she must have times on the WCA DB for the 200 IM
- 4 Events for Para swimmers – Any Para swimmer may compete at the CTA QUALIFYING MEETS.
- 5 Open to all districts depending on available lanes.
- 6 Out-of-district swimmers will be billed double the surcharge fees.
- 7 Swimmers will compete in the age group they fall under on the first day of the gala.
- 8 Times from **May 2023** that are on the database may be used.
- 9 **WATERPOLO PLAYERS** - 16&Over may also compete but must be registered on the WCA database.
- 10 **MASTERS SWIMMERS** - may compete, they will swim as they are seeded according to their times.
- 11 Depending on the number of entries received, sessions may be combined.
- 12 WITHDRAWALS
  - o Pre-competition up to 30 minutes before the gala starts – no charge
  - o Withdrawals made outside this time limit, will be fined R100.00 per event.
  - o No-shows (swimmers who do not show for their race) will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
  - o 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.
  - o Only coaches and team managers are allowed to do scratchings.

#### CTA JUNIOR SERIES (LEVEL 1 & LEVEL 2)

MEET WILL BE SWUM	= Timed finals, slow to fast
NO TIMES	= Allowed
CUSTOM TIMES	= NOT Allowed
AGE GROUPS	= 11&u and 12&o
RESULTS	= 10&u, 11, 12, 13, 14, 15, 16, 17&o
ELIGIBILITY	= Level 1 & Level 2 qualifiers

PROGRAM USED = Level 2

- 1 This meet will be open to Clubs(3R+A), Swim Schools(AL), and Schools(SS).
- 2 Level 1 Club-, Swim Schools- & Schools swimmers need to be registered on the WCA database at the R50 fee.

### CTA JUNIOR SERIES (LEVEL 1 & LEVEL 2) continue

- 3 Level 2 Club swimmers need to be fully registered on the WCA database.
- 4 All swimmers that do not yet have a Level 3 qualifying time may compete.
- 5 Swimmers 10 years and under who have achieved Level 3 QTs may choose to participate at the CTA QUALIFYING MEETS as a Level 3 swimmer or CTA JUNIOR SERIES as a Level 2 swimmer.
- 6 Times from May 2023 that are on the database may be used.
- 7 Open to all districts depending on available lanes.
- 8 Out-of-district swimmers will be billed double the surcharge fees.
- 9 Swimmers will compete in the age group they fall under on the first day of the gala.
- 10 WATERPOLO PLAYERS - all ages may compete with a NT, but must be registered on the WCA database.
- 11 Depending on the number of entries received, sessions may be combined.

### 12 WITHDRAWALS

- o Pre-competition up to 30 minutes before the gala starts – no charge
- o Withdrawals made outside this time limit, will be fined R100.00 per event.
- o No-shows, swimmers who do not show for their race, will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
- o 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.
- o Only coaches and team managers are allowed to do scratchings.

### CTA CLUB HOSTED MEETS (Level 0)

MEET WILL BE SWUM = Timed finals, slow to fast  
NO TIMES = Allowed  
CUSTOM TIMES = NOT Allowed  
AGE GROUPS = 12u and 13o  
RESULTS = 9u (25's only) 10u, 11, 12, 13, 14, 15o  
PROGRAM USED = SSA LEVEL 0

- 1 This meet will be open to Clubs(3R+A), Swim Schools(AL), and Schools(SS).
- 2 Club-, Swim Schools- & Schools swimmers need to be registered on the WCA database at the R50 fee.
- 3 These meets will be swum as timed finals
- 4 Swimmers will compete in the age group they fall under on the first day of the gala.
- 5 Open to all districts depending on available lanes.
- 6 Out-of-district swimmers will be billed double the surcharge fees.
- 7 Depending on the number of entries received, sessions may be combined.

### CTA INVITATIONAL MEETS

MEET WILL BE SWUM = 12u Under events will be swum as timed finals – slow to fast.  
MEET WILL BE SWUM '= 13o Over + Multi-Disability events will be swum as timed finals.  
NO TIMES = Allowed  
CUSTOM TIMES = NOT Allowed  
AGE GROUPS = 13u and 14o  
RESULTS = 10u, 11, 12, 13, 14, 15o  
PROGRAM USED = SSA LEVEL 2

- 1 FINA rules will govern.
- 2 The gala will be run in accordance with Swimming South Africa rules.
- 3 Only fully registered swimmers will be allowed to compete. Please note: As per Swimming South Africa, swimmers must be registered two weeks prior to this gala entries due date.
- 4 All swimmers from outside the Western Cape must submit a clearance letter from their Provincial Association, along with their entries.
- 5 Under no circumstances will a swimmer be permitted to enter any events unofficially.
- 6 Swimmers will compete in the age group they fall under on the first day of the gala.
- 7 In individual events, swimmers may compete in their own age group only.
- 8 Swimmers may enter **6 individual events**.
- 9 If a swimmer has entered the
  - 1500 Free with a NT, he/she must have times on the WCA DB for the 800 Free or 400 Free
  - 800 Free with a NT he/she must have times on the WCA DB for the 400 Free
  - 400 IM with a NT he/she must have times on the WCA DB for the 200 IM
- 10 400IM, 800Free & 1500Free - will be swum as timed finals.
- 11 Please note that the swimmers age is at the first day of the competition.
- 12 **DISABLED SWIMMERS** will swim in the heats with the abled swimmers, but results will be separate.
- 13 The one start rule will apply.
- 14 Heats may be combined should there not be sufficient entries in an age group.

#### CTA INVITATIONAL MEETS continue

- 15 Depending on the number of entries received, sessions may be combined.

#### 16 **WITHDRAWALS**

- Pre-competition up to 30 minutes before the gala starts – no charge
- Withdrawals made outside this time limit, will be fined R100.00 per event.
- No-shows, swimmers who do not show for their race, will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
- 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.
- Only coaches and team managers are allowed to do scratchings.

#### CTA A CHAMPS (LEVEL 3 & SANJ+)

MEET WILL BE SWUM	= Timed finals, slow to fast
NO TIMES	= NOT Allowed
CUSTOM TIMES	= NOT Allowed
AGE GROUPS	= Open
RESULTS	= 10&u, 11, 12, 13, 14, 15, 16, 17&o
RELAYS	= 13&U, 14&O
PROGRAM USED	CTA LEVEL 3 = SSA LEVEL 3
PROGRAM USED	CTA SANJ + = SSA SANJ

- 1 Swimmers that are **fully registered** and have Level 3 and up QTs on the WCA database may compete at this meet.
- 2 Swimmers had to compete in a total number of **2 CTA MEETS during the 2024/2025 season** to be eligible to compete at the CTA A Championship. Concession will be allowed on application.
- 3 Swimmers **9 years and under** who have achieved QTs may choose to participate at the CTA A CHAMPS or CTA B CHAMPS (not both).
- 4 Swimmers 11&u with SANJ QT's may compete in the Level 3 session. Please note that should swimmer

choose to swim down, he/she MUST compete ONLY in the Level 3 session.

### CTA A CHAMPS (LEVEL 3 & SANJ+) continue

- 5 If a swimmer has entered the
  - 1500 Free he/she may request splits for the 800 Free and 400 Free
  - 800 Free he/she may request splits for the 400 Free

**Please note that swimmer must still enter for the split events.**

This request must be done when entries are submitted
- 6 Events for Para swimmers – Any Para swimmer may compete at the CTA A CHAMPIONSHIP. There are no QT's, but swimmers must have times on the WCA database. All Para swimmers will compete in the SANJ+ sessions.
- 7 In relay events, swimmers may swim up an age group but may compete in only one age group.
- 8 Only 1 Relay Team per event.
- 9 No other out of district swimmers may participate at this championship.
- 10 There will be trophies
  - Top Fina Junior Male & Female
  - Top Fina Senior Male & Female
- 11 Please note that the swimmers age is at the first day of the competition.
- 12 Swimmers may enter the events that they have qualified in, plus 3/4 additional non-qualifying events, provided they have times on the WCA database.
- 13 Times from **May 2023** that are on the database may be used.
- 14 MEDALS will be awarded to the 1<sup>st</sup> three swimmers in each age group event per Level category.
- 15 MEDALS for the Para Swimmers will be awarded to the 1<sup>st</sup> three swimmers in accordance to their classification.
  - 14&U Multi-Disability
    - (S1-13)
    - (S14-S15)
  - 15&O Multi-Disability
    - (S1-13)
    - (S14-S15)
- 16 Depending on the amount of entries received, sessions may be combined.
- 17 WITHDRAWALS
  - Pre-competition up to 30 minutes before the gala starts – no charge
  - Withdrawals made outside this time limit, will be fined R100.00 per event.
  - No-shows, swimmers who do not show for their race, will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
  - 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.
  - Only coaches and team managers are allowed to do scratchings.

### CTA B CHAMPS (LEVEL 1 & LEVEL 2)

MEET WILL BE SWUM	= Timed finals, slow to fast
NO TIMES	= NOT Allowed
CUSTOM TIMES	= NOT Allowed
AGE GROUPS	= Open
RESULTS	= 10&u, 11, 12, 13, 14, 15&O
RELAYS	= 13&U, 14&O

PROGRAM USED CTA LEVEL 1 = SSA LEVEL 1

PROGRAM USED CTA LEVEL 2 = SSA LEVEL 2

- 1 This meet will be open to Clubs(3R+A), Swim Schools(AL), and Schools(SS).
- 2 For the Level 1 part of this championship : Club-, Swim Schools- & Schools swimmers need to be registered on the WCA database at the R50 fee.
- 3 For the Level 2 part of this championship : Club swimmers need to be fully capitated.
- 4 All swimmers that do not yet have a Level 3 qualifying time may compete.

### CTA B CHAMPS (LEVEL 1 & LEVEL 2) continue

- 5 Swimmers had to compete in a total number of **2 CTA MEETS during the 2024/2025 season** to be eligible to compete at the CTA B Championship. Concession will be allowed on application.
- 6 Swimmers 9 years and under with Level 2 QTs may compete in the Level 1 session. Please note that should swimmer choose to swim down, he/she **MUST** compete **ONLY** in the Level 1 session.
- 7 Swimmers **10 years and under** who have achieved Level 3 QTs may choose to participate at the CTA A CHAMPS as a Level 3 swimmer or CTA B CHAMPS as a Level 2 swimmer (not both).
- 8 Times from **May 2023** that are on the database may be used.
- 9 MEDALS will be awarded to the 1<sup>st</sup> three swimmers in each age group event.
- 10 Only 1 Relay Team per event.
- 11 No other out of district swimmers may participate at this championship.
- 12 There will be trophies
  - Top Fina Junior Male & Female
  - Top Fina Senior Male & Female
- 13 Please note that the swimmers age is at the first day of the competition.
- 14 Level 2 = Swimmers may enter the events that they have qualified in, plus additional 3/4 non-qualifying events, provided they have times on the WCA database.
- 15 Level 1 = Swimmers may enter the events that they have times on the WCA database.
- 16 Depending on the number of entries received, sessions may be combined.
- 17 **WITHDRAWALS**
  - Pre-competition up to 30 minutes before the gala starts – no charge
  - Withdrawals made outside this time limit, will be fined R100.00 per event.
  - No-shows, swimmers who do not show for their race, will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
  - 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.
  - Only coaches and team managers are allowed to do scratchings.

### CTA LEVEL 0 CHAMPS (LEVEL 0)

MEET WILL BE SWUM = Timed finals, slow to fast

NO TIMES = NOT Allowed

CUSTOM TIMES = NOT Allowed

AGE GROUPS = Open

RESULTS = 9&U (25'S ONLY) 10&u, 11, 12, 13, 14, 15&O

RELAYS = 13&U, 14&O

PROGRAM USED CTA LEVEL 0 = SSA LEVEL 0

- 1 This meet will be open to Clubs(3R+A), Swim Schools(AL), and Schools(SS).
- 2 Club-, Swim Schools- & Schools swimmers need to be registered on the WCA database at the R50 fee.
- 3 All swimmers that do not yet have a Level 2 qualifying time may compete.

- 4 **These swimmers may compete in the Level 1 session of CTA B CHAMPS or at LEVEL 0 CHAMPS, but not both.**
- 5 MEDALS will be awarded to the 1<sup>st</sup> three swimmers in each age group event.
- 6 Only 1 Relay Team per event.
- 7 No other out of district swimmers may participate at this championship.
- 8 There will NOT be trophies, only medals.
- 9 Please note that the swimmers age is at the first day of the competition.
- 10 Swimmers may enter the events that they have times on the SSA Database.
- 11 Depending on the number of entries received, sessions may be combined.

### CTA LEVEL 0 CHAMPS (LEVEL 0) continue

#### 12 WITHDRAWALS

- Pre-competition up to 30 minutes before the gala starts – no charge
- Withdrawals made outside this time limit, will be fined R100.00 per event.
- No-shows, swimmers who do not show for their race, will be fined R100.00 and the swimmer may not compete in any other event until this fine has been paid.
- 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.
- Only coaches and team managers are allowed to do scratchings.

### FEE STRUCTURES

	Surcharge	Entry fee per event	Entry fee per relay
CTA CLUB HOSTED MEETS	R100		
CTA QUALIFYING MEETS	R55	R30	
CTA JUNIOR SERIES	R55	R30	
CTA LEVEL 0	R55	R30	R50
CTA A CHAMPIONSHIPS	R100	R70	R100
CTA B CHAMPIONSHIPS	R100	R70	R100
CTA INVITATIONAL MEETS	R50	R50	
Clubs participating at out of	As per district	As per district	All entries & payments to CTA
Out of district clubs participating	Double the surcharge fee	Entry fees as per the specific	All entries & payments via

### COMMUNICATION PROTOCOL

- 1 The clubs form the hub of the communication system in CAPE TOWN AQUATICS and they should take more and more responsibility for the maintenance of times, records and details of their members.
- 2 They are also the prime avenue of communication to their members.
- 3 The communication should be routed as follows:
  - Member to Coach/Club Committee
  - Coach/Club Committee to CTA Swimboard
  - CTA Swimboard to CTA Executive
  - CTA Swimboard to District Boards
  - CTA Swimboard to WCA Technical Committee
  - WCA Technical Committee to WCA Executive
  - WCA Technical Committee to Swimming South Africa
  - Swimming South Africa to FINA
- 4 Any club or individual found to be communicating directly with Swimming South Africa, without first following the route above, will face disciplinary action from CAPE TOWN AQUATICS. No exceptions will be tolerated.

### CLEARANCES

## 1 Club to Club

Swimmers who wish to change clubs **MUST** submit the following documents via their NEW club for Mrs Elna Cecil to amend the CTA/WCA TM DATABASE;

- Clearance letter from their old club stating that swimmer is in good standing and mention the name of the new club that the swimmer is joining
- Proof of payment of the clearance fee

## CLEARANCES continue

## 2 District to District

Swimmers who wish to change districts **MUST** submit the following documents via their NEW club for Mrs Elna Cecil to amend the CTA/WCA TM DATABASE;

- Clearance letter from their old club stating that swimmer is in good standing and mention the name of the new club that the swimmer is joining
- Clearance letter from the old District
- Proof of payment of the clearance fee
- Proof of residency/school

## 3 Province to Province

Swimmers relocating from other Provinces **MUST** submit the following documents for Mrs Elna Cecil to add to the CTA/WCA TM DATABASE;

- TM result zip file
- Clearance application
- Clearance letter of previous Province

## 4 Out of Province Competing

Any swimmer wishing to compete or train out of the Province **MUST** obtain a clearance certificate to do so. This should be applied for together with entries via the club to the CTA SWIMBOARD CONVENOR.

## 5 Country to Country

- Swimmers leaving the country for competition or training will need clearance from SWIMMING SOUTH AFRICA. Request for clearance should be done 8 weeks in advance, also via the club, through the CTA Swimboard Convenor. Clearance request must state the period the swimmer will be out of country, the club/university(address) they will be joining.
- Swimmers based overseas must apply for clearance at the beginning of each new season and must be registered with CTA beforehand.
  - Results for overseas-based swimmers, or swimmers competing overseas:
    - All results from overseas competitions must be with CTA/WCA within 3 weeks of the date of the meet. There will be no exceptions to this rule.
    - For results to be entered into the CTA, WCA and SSA databases, swimmers must submit their results via their local club no later than 2 weeks after the date of the meet.
    - It is the clubs duty to make sure that CTA/WCA receives the results of the overseas swimmers (zipfile aswell as pdf, etc.)
    - At the same time, applications for recognition of possible SA records must also include officials results from the overseas meet, signed by the Referee.
    - These results must be submitted as follow;
      - Result sheet of swimmer signed by the referee of the meet.

- Link were results shows to verify if true.

## ENTRIES ADMINISTRATION PROCEDURES - CTA MEETS

### 1 Entries due:

@9am the Tuesday morning, 12days prior to the meet start date(should the meet be on a Sunday the amount of days will be 13)

- Club gala entries to be submitted to **swimboard@ctmaquatics.co.za and copy in treasurer@ctmaquatics.co.za**

The following are due:

- ➔ Entry zip file
- ➔ Pdf entries report
- ➔ Pdf entry fee report
- ➔ Officials list

@9am the Thursday morning, 9days prior to the meet start date(should the meet be on a Thursday the amount of days will be 10)

- 1st set of reports for checking to be sent out to clubs

@9am on the Monday morning 5days prior to the meet start date(should the meet be on a Monday the amount of days will be 11)

- Clubs to submit their omissions, scratchings and/or changes

## ENTRIES ADMINISTRATION PROCEDURES - CTA MEETS continue

@9am on the Tuesday morning, 4days prior to the meet start date(should the meet be on a Tuesday the amount of days will be 5)

- 2nd set of reports to be sent out to clubs
- Clubs will be invoiced & liable for fees as per entries on 2nd set of reports
- **Any additional entries received after 2nd set of reports have been sent out will be charged @ 10x the original entry fees.**

@9am on the Thursday morning, 2 days prior to the start date(should the meet be on a Thursday the amount of days will be 3)

- Final set of reports to be sent out to clubs
- Meet backup to be sent to Elna
- **Any additional scratchings to be done on pool deck**
- All proof of payments to be submitted to treasurer@ctmaquatics.co.za

## ENTRIES ADMINISTRATION PROCEDURES - OUT OF DISTRICT/OUT OF PROVINCE MEETS

### 1 Entries due:

- **CTA CLUBS WILL NOT BE RESTRICTED TO THE AMOUNT OF OUT OF DISTRICT MEETS TO PARTICIPATE AT, 'HOWEVER SHOULD ANY DATES CLASH WITH A CTA MEET, CTA CLUBS MUST PARTICIPATE AT THE CTA MEET 'AND NOT THE OUT OF DISTRICT MEET.**
- Entries due date will be circulated by the CTA SWIMBOARD CONVENOR via email together with gala info. 'Please note that the ENTRIES DUE DATES on TM are not applicable to CTA CLUBS, that date is for 'CTA SWIMBOARD to submit to the OUT OF DISTRICT/PROVINCE SWIMBOARD CONVENOR. Any entries 'received after this date will be treated as late and charged accordingly.
  - Club gala entries to be submitted to **swimboard@ctmaquatics.co.za and copy in treasurer@ctmaquatics.co.za**
  - The same rule will apply for SSA gala's, as well as the order for merchandise.
 

The following are due:

    - ➔ Entry zip file



- ➔ Pdf entries report
- ➔ Pdf entry fee report
- ➔ Officials list (entries will NOT be processed unless this document is received)
- Please follow the communication protocol by not contacting or sending your entries directly to the out-of-district/province swimboards. Fines will be issued when in breach of this protocol.
- CTA treasurer will invoice clubs - All proof of payments to be submitted to treasurer@ctmaquatics.co.za

## OFFICIALS

This information will be added once made available from the referees association.

## REGISTRATIONS

Please refer to the 2024/2025 SEASON registration rules document.

## TIMESTANDARDS

- 1 SSA time standards will be used for all CTA meets.
- 2 SSA QT Level 2 = CTA QT Level 2
- 3 SSA QT Level 3 = CTA QT Level 3
- 4 SSA QT Level SANJ = CTA QT Level SANJ
- 5 SSA QT A = CTA QT A
- 6 SSA QT B = CTA QT B
- 7 CTA Qualifying Meets = CTA Level 3 + time standards.
- 8 CTA Junior Series = CTA Level 1 & CTA Level 2 time standards.
- 9 CTA QUALIFYING Meets = CTA Level 2+ time standards.

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## GUIDELINES FOR PARA SWIMMERS

- 1 Month-to-month Meets : Para swimmers to compete at the CTA Qualifying Meets.
- 2 Champs : Para swimmers to compete at the CTA A Champs in the SANJ+ session.
- 3 CTA Invitational Meets : Para swimmers to compete in the 13 & Over sessions.

## GENERAL SWIMMING RULES

- 1 FINA TECHNICAL RULES will apply to all CTA competitions.
- 2 All CTA CLUB HOSTED Meets will be swum 12&u and 13&o.
- 3 All CTA Junior Series will be swum 11&u and 12&o.
- 4 All CTA Qualifying Meets will be swum 13&u and 14&o.
- 5 All swimmers to wear club caps at all galas, this includes the warmups as well.
- 6 **No equipment to be used during warmups at any of the CTA galas.**

## GALA ETIQUETTE

- 1 Only qualified & registered Level 1(C1) and above coaches as well as Apprentice Coaches will be allowed on pool deck.
- 2 Registered LTS & Apprentice LTS instructors will **ONLY** be allowed on pool deck at the CTA CLUB HOSTED MEETS.
- 3 Should a club's registered coach not be available to be at a session, the club will be allowed to have a team

manager.

- 4 Team Managers are NOT allowed on pool deck, this means that they are NOT ALLOWED to warm-up the swimmers.
- 5 Should your club want your swimmers to be warmed up, it will be the club's responsibility to arrange with another club's coach to do so.
- 6 Team Managers & Coaches are allowed to approach the admin table.
- 7 **No parent or swimmer may approach the admin table.**

