

CAPE TOWN METRO AQUATICS HANDBOOK



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a) GENERAL RULES

- 1 FINA Technical Rules will apply to all CTMA competitions.
- 2 IPC rules will apply when there are events for Para swimmers at CTMA competitions.
- 3 All LEVEL 1 galas will be swum 11&u and 12&o.
- 4 All LEVEL 2 galas will be swim 12&u and 13&o.
- 5 All LEVEL 3&up galas will be swum 13&u and 14&o.
- 6 All swimmers to wear club caps at all galas, this includes the warmup as well.
- 7 Specific lanes will be allocated per club per gala.
- 8 All clubs will have to do club duty for a whole session. More than one club will do duty at the same session should the clubs be small in numbers. A roster will be send out in the beginning of the season.

b) 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>

c) TECHNICAL OFFICIALS

- i. 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 what ever reason not be able to officiate as per final officials list send out the Tuesday before the gala starts.
- ii. 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:
 - 1 official for every 3 swimmers entered /session/club/gala.
 - 1 to 4 swimmers - one judge per session.
 - 5 to 10 swimmers - one judge and one timekeeper for every session.
 - 11 and over swimmers, a minimum of three officials - two judges and one timekeeper for every session.
 - The names of the officials must accompany the entries.
 - 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.

d) TIMESTANDARDS

- SSA time standards will be used.

e) LEVEL 1&2 GALAS (WILL BE SWUM ON THE SAME DAY)

1. Heats will be swum fast to slow.
2. 4 sessions EG
 - SESSION 1 – Level 1 swimmers (11&U)
 - SESSION 2 – Level 1 swimmers (12&O)
 - SESSION 3 – Level 2 swimmers (12&U)
 - SESSION 4 – Level 2 swimmers (13&O)

} Subject to change due to numbers.

 - Sessions to be rotated from gala to gala.
3. SSA Level 1 rules & program will be used for Level 1 sessions.
4. Level 1 galas will always be swum in a 25m pool.
5. SSA Level 2 rules, program and time standards will be used for Level 2 sessions.
6. Please note that the swimmers age is at the first day of the competition.
7. In the month where a qualifying gala is being swum, only one Level 1 gala will be swum as well, due to Level 2 & up swimmers participating at the qualifying gala.
8. **Participation at the LEVEL 2** sessions, 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 Individual Medley. The time for the 100m 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.

9. **GUIDELINES for Para swimmers** – Should a Para swimmer have Level 2 qt's, he/she may compete at Level 3 galas. Coaches needs to exercise their discretion in this regard.
10. Two relay entries per club per event. Swimmers may swim up in relays but only be entered in one relay per event.

f) LEVEL 3 & UP GALAS

1. Heats will be swum fast to slow.
2. 2 sessions EG
 - SESSION 1 – 13&u } Subject to change due to numbers.
 - SESSION 2 –14&O }
 - Sessions to be rotated from gala to gala.
3. SSA Level 3 rules, program and time standards will be used.
4. Please note that the swimmers age is at the first day of the competition.
5. **Participation at the LEVEL 3** galas, will be dependent on the swimmer being **FULLY CAPITATED**, having achieved **1 x Level 3 QT AND** have participated in a minimum of **one 200m Individual Medley event**. These times for the 200m and 400m Individual Medley events 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.
6. **GUIDLINES for Para swimmers** – Should a Para swimmer have Level 2 qt's, he/she may compete at Level 3 galas. Coaches needs to exercise their discretion in this regard.
7. Two relay entries per club per event. Swimmers may swim up in relays but only be entered in one relay per event.

g) QUALIFYING GALAS

1. Heats will be swum fast to slow.
2. **Participation at the QUALIFYING** 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 or 200m Individual Medley**. The time for the 100m 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.
3. Please note that the swimmers age is at the first day of the competition.
4. All events will be swum as timed finals at these galas.
5. **Swimmers may enter 200 IM + 4 events**
6. NT's will be accepted
7. Custom times will not be allowed.
8. Gala will take place over 2 days
 - Session 1
 - Session 2
 - Session 3
 - Session 4
9. Age groups 13&u and 14&o
10. 200fly & 400IM – 11&o
11. **Events for Para swimmers** – Any Para swimmer may compete at QUALIFYING galas. There are no QT's.
12. No relays will be swum at the qualifying galas.

h) CHAMPIONSHIP GALAS (CT CITY CHAMPS + CTMA DISTRICT CHAMPS)

1. **Participation at the CHAMPIONSHIP galas**, will be dependent on the swimmer being **appropriately registered**.
2. Please note that the swimmers age is at the first day of the competition.
3. All events will be swum as timed finals, due to limited venues & space.
4. **Swimmers may enter all events they have qualified for plus 3 additional events**, provided they have times on the SSA database for events entered.
5. NT's will not be accepted
6. Gala will take place over 2 days
 - o Session 1
 - o Session 2
 - o Session 3
 - o Session 4
7. Heats will be swum in age groups as per medals.
8. Boys & girls will swim separately
9. Heats will be swum slow to fast
10. CTMA LEVEL 1 CHAMPS –
 - o 200's, 400's, 800's & 1500's will NOT be swum.
11. 200IM will be swum for 10&o according to the Long-Term Participant Development programme
12. CTMA LEVEL 2&UP CHAMPS – 200fly & 400IM – 11&o
13. **Events for Para swimmers** – Any Para swimmer may compete at CHAMPIONSHIP galas. There are no QT's, but swimmers must have times on the SSA Database.
14. Two relay entries per club per event. Swimmers may swim up in relays but only be entered in one relay per event.
15. Medals will be presented to the first three swimmers in each age group each event.
 - o CTMA LEVEL 1 CHAMPS - Age groups for medals: 8&u; 9; 10; 11; 12; 13; 14; 15; 16; 17&o
 - o CTMA LEVEL 2&UP CHAMPS – Age groups for medals: 10&u; 11; 12; 13; 14; 15; 16; 17&o
 - o There will be separate medals for out of district swimmers.

16. 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

- Only CTMA swimmers will be in consideration for Victrix & Victor Ludorum Trophy.
 - Trophy Ages Junior 8-12, Youth 13-16, Senior 17 & over
17. **CTMA LEVEL 1 CHAMPS** – swimmers are eligible to swim at this meet provided he/she
 - o has NOT ACHIEVED A LEVEL 2 QT by the cut-off date for these entries.
 - o has competed at a minimum of **3 x CTMA Level 1** galas.
 18. **CTMA LEVEL 2&UP CHAMPS** – swimmers are eligible to swim at this meet provided he/she
 - o has achieved **1 x LEVEL 2 QT AND**
 - o has participated at **3 CTMA Level 2&up** galas.
 - o Swimmers 12&o with one (1) SANJ time are not eligible to swim this championship.

i) CLUB HOSTED GALAS

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

j) TIME TRIALS

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

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

k) LEVEL 1,2,3 & QUALIFYING GALA ENTRIES ADMINISTRATION

1. All entries must be submitted to the swimboard convenor Lucinda Koch – swimboard@ctmaquatics.co.za 12 days before the gala starts.
2. The following documents MUST be submitted in your mail:
 - a. Entries ZIP file for individual events ONLY
 - b. Entries ZIP file for relay events ONLY
 - c. Individual entries pdf document for individual events ONLY (please make sure to tick the options to include time standards and entry times)
 - d. Relay entries pdf document for relay events ONLY.
 - e. Gala Entry Fee report (both IE's & Relays)
 - f. Officials list (as per requirements)
 - g. POP (Proof of payment)
 - h. Please make sure to include your clubs' code in front of each document e.g.
 - Club name: LUCINDA'S SWIMMING CLUB
 - Club code: **LUCI-**
 - i. Mails received without any of abovementioned documents will not be accepted (without warning) and treated as nil and void.
 - j. Three sets of reports will be send out to check
 - 1st set of reports (3days after gala entry closing date)
 - 2nd set of reports and MM activation (the Friday to follow)
 - 3rd set of reports including the program (Tuesday night before gala starts)
 - k. Any additional entries received AFTER 1st set of reports has been sent out will be charged @ 3 x the original entry fees.
 - l. Any additional entries received AFTER 2nd set of reports has been sent out will be charged @ 10 x the original entry fees.
 - m. 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.
 - n. NO LATE ENTRIES will be accepted after the 3rd and final set of reports has been sent out.
3. Only accredited COACHES may
 - 3.1. Withdraw competitors
 - 3.2. Lodge objections
 - 3.3. Lodge complaints
4. 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.
5. In the case of a dispute, the referees' decision will be final.
6. Late entries on pool deck will not be accepted.
7. **Withdrawals**
 - 7.1. Pre-competition up to 30 minutes before the gala starts – no charge
 - 7.2. Withdrawals made outside this time limit, will be fined **R200.00** per event.
 - 7.3. No-shows, swimmers who do not show for their race, will be fined **R200.00** 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.**

7.4. 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.

8. Relays

8.1. The names must be received in the correct following order for the relays up to 30 minutes before the session in which the relay will be swum, starts.

8.3. If the relay form is not received the team will be withdrawn from the event. Only swimmers entered in the competition may swim in relays.

8.2. The names of the relay swimmers may be changed up to one hour before the start of the session. Relay changes after this time will be subject to a medical certificate.

I) CHAMPIONSHIP ENTRIES ADMINISTRATION

1. All entries must be submitted to the swimboard convenor Lucinda Koch – swimboard@ctmaquatics.co.za 15 days before the gala starts.
2. The following documents MUST be submitted in your mail:
 - a. Entries ZIP file for individual events ONLY
 - b. Entries ZIP file for relay events ONLY
 - c. Individual entries pdf document for individual events ONLY (please make sure to tick the options to include time standards and entry times)
 - d. Relay entries pdf document for relay events ONLY.
 - e. Gala Entry Fee report (both IE's & Relays)
 - f. Officials list (as per requirements)
 - g. POP (Proof of payment)
 - h. Please make sure to include your clubs' code in front of each document e.g.
 - Club name: LUCINDA'S SWIMMING CLUB
 - Club code: **LUCI-**
 - i. Mails received without any of abovementioned documents will not be accepted (without warning) and treated as nil and void.
 - j. Three sets of reports will be send out to check
 - 1st set of reports (3days after gala entry closing date)
 - 2nd set of reports and MM activation (the Friday to follow)
 - 3rd set of reports including the program (Tuesday night before gala starts)
 - k. Any additional entries received AFTER 1st set of reports has been sent out will be charged @ 3 x the original entry fees.
 - l. Any additional entries received AFTER 2nd set of reports has been sent out will be charged @ 10 x the original entry fees.
 - m. 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 50fly as a scratch.
 - n. NO LATE ENTRIES will be accepted after the 3rd and final set of reports has been sent out.
3. Only accredited TEAM MANAGERS/COACHES may
 - 3.1. Withdraw competitors
 - 3.2. Lodge objections
 - 3.3. Lodge complaints
4. Written protest accompanied by **R500.00** must be lodged with the Admin Referee within 30 minutes of the publication or announcement of the disqualification.
5. In the case of a dispute, the referees' decision will be final.
6. All team managers must attend the Manager's Meeting.
 - 6.1. Clubs who are not represented and who do not comply with the rules concerning entries will not receive any concessions.
 - 6.2. This will be the last opportunity to apply for late entries subject to the late entry fee of 10x the original entry fee and the availability of lanes.
7. **Withdrawals**
 - 7.1. Pre-competition at the Manager's Meeting – no charge
 - 7.2. 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.

7.3. 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.

7.4. 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 really 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 particular events. The alternates must report for the finals in case they are needed.

7.5. 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.

8. Relays

8.1. The names must be received in the correct following order for the relays on the prescribed forms and must be submitted before the end of the session (e.g. morning session) preceding the session (e.g. evening session) in which the relay will be swum, this will be confirmation of the relay entry, if the relay form is not received the team will be withdrawn from the event. Only swimmers entered in the competition may swim in relays.

8.2. The names of the relay swimmers may be changed up to one hour before the start of the session. Relay changes after this time will be subject to a medical certificate.

9. CEREMONIES

9.1. Opening Ceremony – Managers should instruct Swimmers on respectful behaviour during the performing of the National Anthem and Opening Speeches.

9.2. Medal Ceremony – Swimmers must present themselves in good time and correctly attired.

9.3. 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.

m) CTMA DISTRICT TEAM SELECTION: INTER-PROVINCIAL CHAMPS

1. The inter-provincial 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.
2. Inter-provincial individual events: 50m free, 100m free, 50m back, 100m back, 50m breast, 100m breast, 50m fly, 100m fly, 400m free, 200IM
3. Inter-provincial relay events: 200m medley, 200m free
4. All inter-provincial individual events and relays are swum in the following age groups: 10/U, 11-12, 13-14, 15-16, 17/O
5. **Team selection criteria:**
 - a. Swimmers must be SSA registered with CTMA.
 - b. CTMA will appoint annually a selection panel, a management team and a coach for the interprovincial gala.
 - c. Swimmers must participate in the CTMA DISTRICT CHAMPS.
 - d. Swimmers must complete the form which will be handed out to confirm their availability for the inter-provincial gala.
 - e. 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.
 - f. 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.
 - g. 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.

- h. The top two swimmers according to times per event per age group, providing they meet the above criteria, are firstly considered.
- i. 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.
- j. 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.
- k. Where a swimmer is dominant in multiple strokes, national rankings and best possible outcome for the District will be considered.
- l. A swimmer may swim a maximum of four events plus relays.
- m. 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.
- n. 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.
- o. Important
 - Participation in the District team is based on selection; participation in the inter-provincial 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.

n) CTMA DISTRICT TEAM SELECTION: INTER-DISTRICT CHAMPS

1. 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.
2. Inter-district individual events: 25m free, 50m free, 100m free, 25m back, 50m back, 100m back, 25m breast, 50m breast, 100m breast, 25m fly, 50m fly
3. 25m events (8&u); 50m and 100m events (9&O)
4. Inter-district relay events: 100 free (9&U); 200m free (10-12 & 13&o); 100m medley (10-12 & 13&o)
5. All inter-district individual events are swum in the following age groups: 10/U, 11-12, 13-14, 15-16; 17&O
6. Medals will be presented to the first three swimmers in each age group each event.
7. Age groups for medals: 8&u; 9; 10; 11; 12; 13; 14; 15; 16; 17&O

8. 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

9. Trophy Ages Junior 8-12, Youth 13-16, Senior 17 & over

10. Team selection criteria:

- a. Swimmers must be SSA registered with CTMA.
- b. CTMA will appoint annually a selection panel, a management team and a coach for the interprovincial gala.
- c. Swimmers eligible for selection to this team had to participate in the CTMA LEVEL 1 CHAMPS.
- d. Swimmers must complete the form which will be handed out at after the CTMA LEVEL 1 CHAMPS to confirm their availability for the inter-district gala.
- e. 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 CT CITY CHAMPS at a date agreed by CTMA panel.
- f. Swimmers 16/U that have a Level 2 qualifying time will not be eligible for selection.
- g. The top three swimmers according to times per event per age group, providing they meet the above criteria, are firstly considered.

- h. 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.
- i. 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.
- j. Where a swimmer is dominant in multiple strokes, national rankings and best possible outcome for the District will be considered.
- k. A swimmer may swim a maximum of four events plus relays.
- l. 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.
- m. 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.
- n. 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.

o) CTMA SWIMMING AWARDS & COLOURS

1. To take place end of season after SENIOR AND YOUTH NATIONALS.
2. CTMA will appoint annually a selection panel,
 - a. Panel for 2018/2019 season will be selected at the OPEN SWIMBOARD MEETING to be held 12 April 2018, thereafter at the 1st OSM of each season
 - b. Panel will consist out of the following members
 - i. 1 x Swim Board Member
 - ii. 1 x Coaches Board Member
 - iii. 1 x Exco Board Member
 - c. CTMA HALF COLOURS
 - i. Medals at Level 3
 - ii. Participation at SANJ
 - d. CTMA FULL COLOURS
 - i. Finals at SANJ
3. Certificates and scrolls will be handed to these athletes at the awards ceremony to be held at the end of each season.

p) SUSPENSIONS

1. Suspension shall be defined as not visible, not present, not participating or to stay away from CTMA activities.
2. Suspended member may not attend or participate in any activity under the jurisdiction of CTMA, WCA or SSA.
3. Contravention of suspension shall mean defiance of the sentence, thus invoking another disciplinary hearing.
4. 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 relating to the subject of transgression or appeal.

q) REFEREES' ASSOCIATION ORDINANCE

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. **Training and exams**
 - 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.
7. **Unsuccessful with exams**
 - Achieving fewer than 50% - must be re-written
 - Achieving 51 to 79% - only requires an oral interview
8. **Period to qualify**
 - 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.
9. **Timekeepers**
 - 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
10. **Judges**
 - Requires at least 10 probation sessions to qualify, subject to the Referees' Association's ratification.
11. **Starters and Referees**
 - 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

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.

12. 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.

r) CRITERIA FOR OFFICIATING AT NATIONAL COMPETITIONS

All officials wishing to officiate at any National competition must have officiated at the following galas:

1. 2 sessions at each of the CTMA Level galas
2. 1 session at the Western Cape Short Course Championships
3. 2 sessions at Western Cape Championships
4. 2 sessions at CTMA LEVEL 1 Championships OR 2 sessions at CTMA LEVEL 2&UP Championships
5. Attend 1 of 2 workshops for the full duration of the workshop

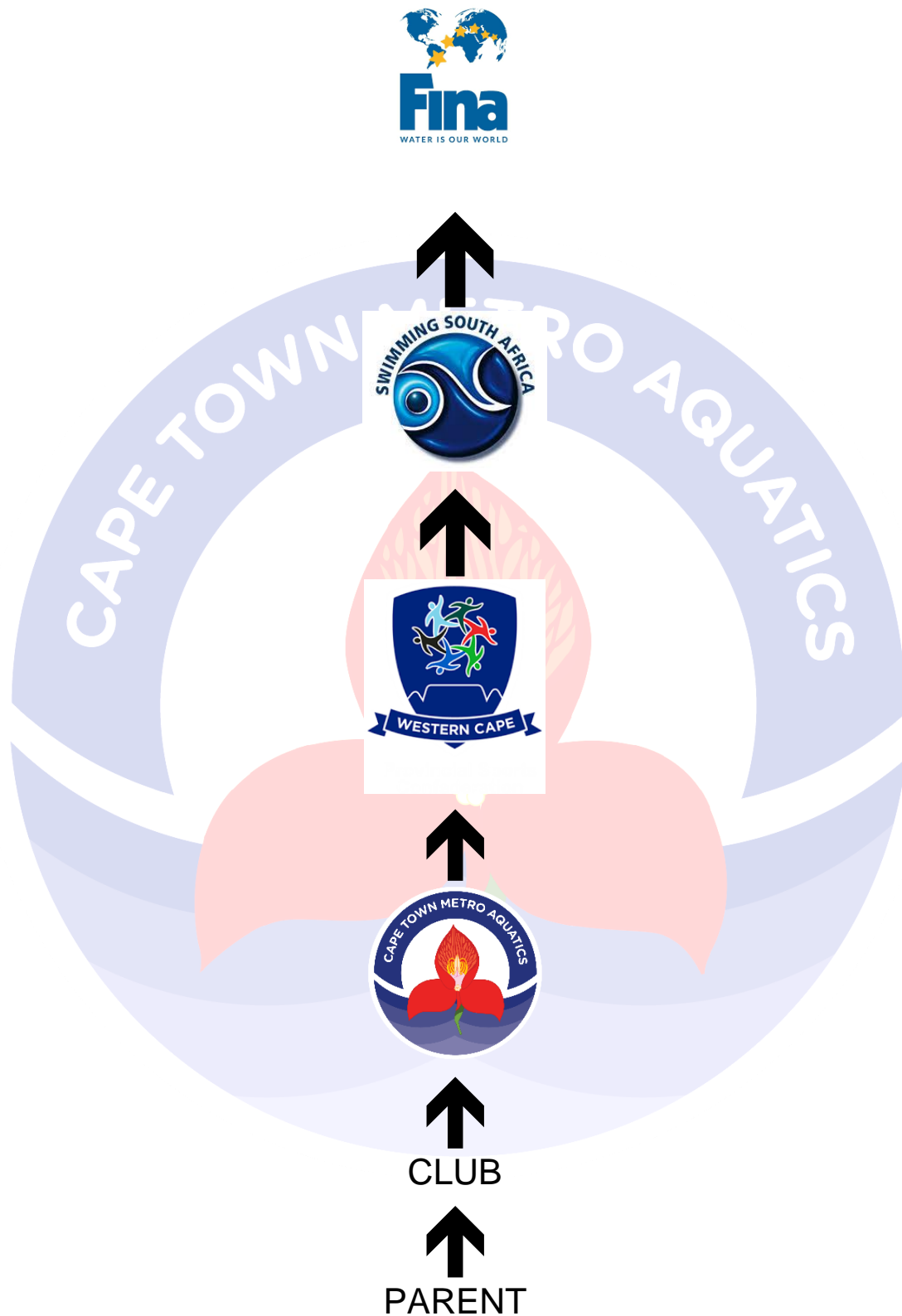
The application will be subject to the approval of the Technical Committee and will be a committee decision. The application to attend a National gala must be sent in via the Club on the prescribed forms, when submitting the entries to the Swim Board. The Technical Committee will recommend to the CTMA 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.

s) **COMMUNICATION PROTOCOL**



MUST BE IN WRITING VIA YOUR CLUB!!!

t) REGISTRATION

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

u) CLEARANCE**TO TRANSFER AND COMPETE OUT OF PROVINCE**

1. 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.
2. 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.

