

# **ZIMBABWE SWIMMING BOARD OF CONTROL**

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## **Preamble**

This folder is a basic “starter pack” for new Board members and the general swimming public who might have little knowledge of the systems in place at ZSBC level. It is intended as an informative document for those wishing to determine how certain swimming matters and criteria and/or administration of swimming are addressed in Zimbabwe.

Certain formats change each year and this folder will be reviewed and amended periodically to reflect any such changes in circumstance.

Various sections of this folder can also be used to brief Board Members, Tour Managers, Selectors, Officials, Coaches, Parents and Swimmers on relevant issues.

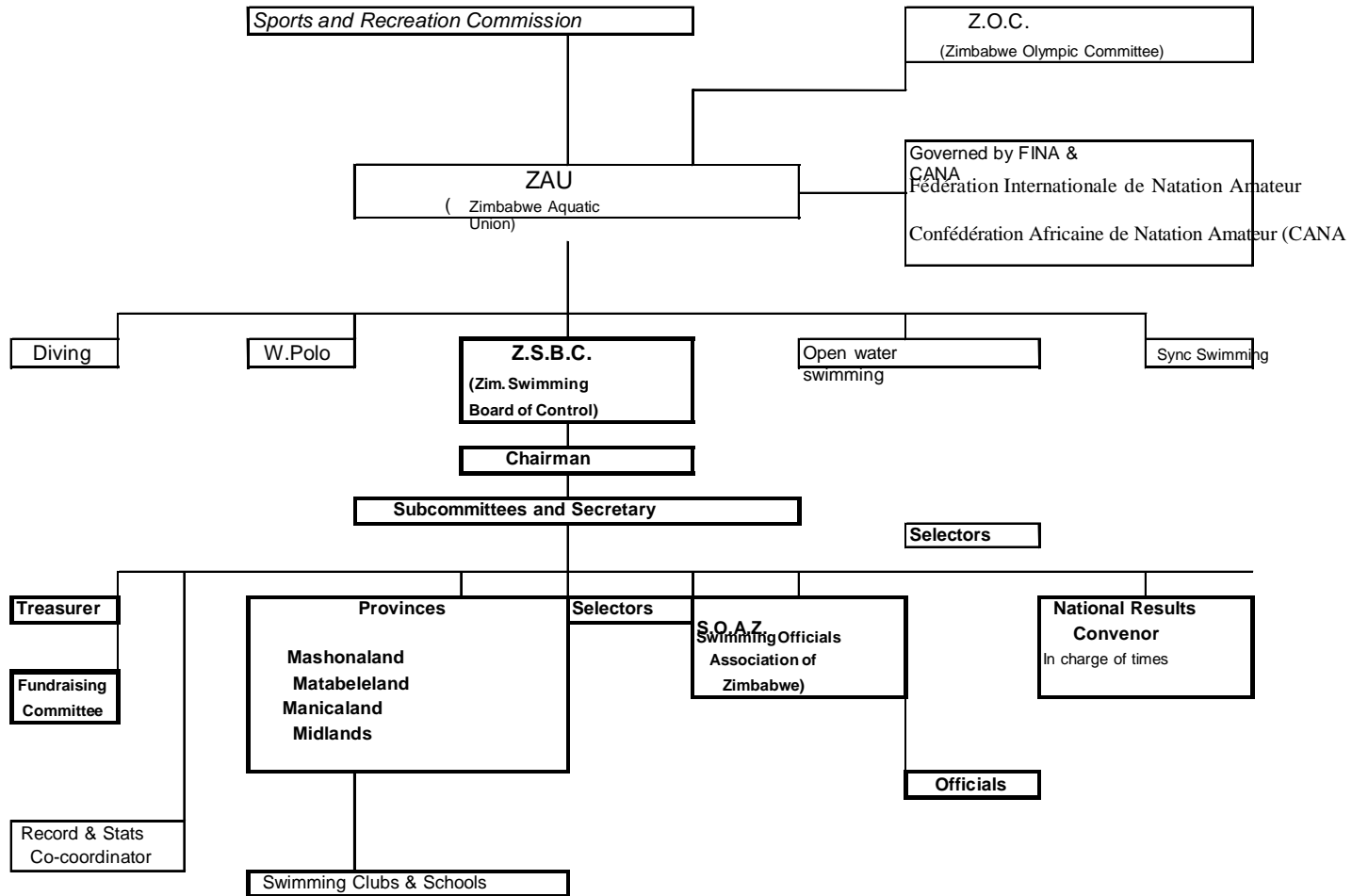
This “starter pack” must not be used in place of the ZSBC constitution but as a brief to inform and educate interested parties as to the basic workings of ZSBC.

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### STRUCTURE & JOB DESCRIPTIONS



## GENERAL JOB DESCRIPTIONS FOR CLUB EXECUTIVES, BOARD MEMBERS AND COMMITTEE CHAIRPERSONS

- The intent of this information is not to dictate the club operation of any parent's group, but simply to be used as a guideline in establishing a new club or reviewing the distribution of responsibilities in an existing club. Each club executive must determine the most effective manner of distributing the workload amongst its volunteers.

CHAIRMAN presides at all meetings of the Board.

- Is responsible for the overall operation of the club.
- Appoints chairpersons of committees (ratified by the Board).
- Sits as an ad hoc member of all committees ensures that all finances are audited annually.
- Directs an annual review of the clubs policies and objectives.

PAST CHAIRMAN attends all meetings of the Board.

- Acts as advisor to the Board.
- Presents a constitutional review at the General Meeting.
- Carries out responsibilities as assigned by the Chairman.

VICE-CHAIRMAN carries out responsibilities as assigned by the Chairman.

- Acts as the Chairman in his/her absence.
- Should have the skills necessary to serve as Chairman in the future.

TREASURER maintains up-to-date financial records.

- Reports monthly to the Board the club's financial status.
- Collects and has charge of all monies belonging to the club.
- Acts as one of the signing officers.
- Submits registration fees for the club, the swimmers and the coaches as per the current registration requirements.
- Pays all accounts, fees, and assessments when properly authorised.
- Submits an annual audited financial statement to the Annual General Meeting of the club.
- Sit as a member of the committee responsible for the annual budget to be presented for approval at the appropriate meeting.

SECRETARY

- Records and distributes minutes of all Board and General Meetings.
- Takes care of correspondence as directed by the Chairman.

## TEAM MANAGER

- Maintains an up-to-date team log (short course and long course).
- Prepares entries for meets in co-operation with the coaches.
- Assists Transportation Chair with transportation and accommodation arrangements (supply swimmer, coach, chaperon numbers as early as possible) when applicable, applies to Provincial Section for swimmer funding.
- Once yearly, submits applications for "High Profile Athlete Funding".
- Submits relevant information and proof for Provincial Records to the Chairperson of Records and Statistics (out-of-province meets).
- Distributes information on meets to swimmers and parents prior to competitions (dates, location, costs, travel and accommodation arrangements, entries, "permission slips", etc.
- acts as a liaison between coaches and parents.
- submits Team Registration List containing names, dates of birth, addresses, phone numbers of all swimmers, ensuring that every swimmer is registered before he/she competes in any sanctioned competition.

## TRANSPORTATION CHAIRPERSON

- Works closely with the Team Manager.
- From names supplied by Team Manager, arranges for the transportation and accommodation of swimmers, coaches, and chaperons attending out-of-town competitions.
- Determines cost per swimmer and advises Team Manager keeps record of profit or loss on each trip, submitting a report at the end of the year.

## MEETS CO-ORDINATOR

- Ensures that a Meet Manager or an Organising Committee is named to be responsible for each home competition.
- Maintains the club "Meet Boxes", (see "Meet Organising Package") ensuring that all equipment and supplies are "meet ready".
- Assists committee or manager in pre-meet arrangements.
- Assures that pool facilities are booked for all home meets prior to the beginning of the swim year.

## OFFICIALS' CO-ORDINATOR

- Keeps accurate up-to-date records of club's officials and their qualifications.
- Assists the Officials' Convenor in maintaining an accurate Provincial Officials' Register.
- Ensures that qualified officials offer adequate clinics.
- Ensures that evaluation opportunities are made available to all candidates.
- Encourages all officials to continue to progress up the officiating ladder.
- Notifies the Officials Chairperson and the NEWSLETTER editor of any up-coming clinics, their dates and locations.
- Keeps in touch with officials not actively involved with the club.
- Attends the Officials Meetings as the club representative.

## FUND RAISING CHAIRPERSON

- Determines at the beginning of the year the various fund-raising activities to be held during the year.
- Notifies all families of the fund raising events, dates and responsibilities.
- Keeps records of each families fund raising level.
- Appoints one person to be responsible for each fund raising event.

**PROVINCIAL BOARD REPRESENTATIVE** selected by the Club Chairman, ratified by the Club Board, for an appointment of a minimum of two years.

- Attends all Board Meetings as a member of that Board, representing their home club.
- May accept provincial responsibilities in addition to Board member (chair or member of a Board working committee).
- Accepts the responsibilities of Club Rep as detailed on the following links.
- Role of the provincial Boards.
- Board Role of the Board of Directors Board re Communications

## OTHER POSSIBLE VOLUNTEER POSITIONS

- The larger and busier the club the more volunteer positions will be needed.
- Some clubs feel a greater need for certain volunteer criteria than others do.
- Not mentioned above, but included in many clubs are persons responsible for Publicity, Public Relations, Registration, Records and Statistics, and other areas of responsibility.
- Checking with established clubs will allow you the opportunity to prepare job descriptions that will enhance the day-to-day operations of your own club and help it to identify and promote its own philosophy.

## ADDENDUM 1A

### **Functions of Chairman and Chief Executive Officer**

#### BOARD CHAIRMAN

The Chairman is elected by the Members at the Annual General Meeting in terms of the Constitution.

The Chairman reports to the Board Members regularly and ultimately reports to the parents and swimmers at the Annual General Meeting which takes place yearly in July. Although the Chairman occasionally makes autonomous policy decisions, the board functions under democratic voting procedures. Where votes are equal, the chairman has a casting vote.

The duties of the Chairman are as follows :-

- To chair meetings of the Zimbabwe Swimming Board
- To prepare an Agenda for those meetings to cover the issues which need to be discussed
- To prepare a strategy for Zimbabwe Swimming which includes:-
  - ✓ Annual National Programme
  - ✓ Development of swimming at all levels
  - ✓ Fee structure
  - ✓ Tour Criteria
  - ✓ Planning for long terms goals such as Olympic Games
- To attend Zimbabwe Aquatic Union Meetings
- To prepare an Annual Report for presentation at the AGM
- To receive reports from the Provincial representatives, National Coach, Swimming Officials Association of Zimbabwe and Treasurer and evaluate the contents thereof
- To ensure fiscal responsibility of the Board
- To follow up on the above matters and check that the decisions of the Board are being carried out effectively.

CHIEF EXECUTIVE OFFICER

The duties of the CEO are as follows:-

- To implement the decisions and policy of the Board. This will involve:-
  - ✓ Day to day running of swimming
  - ✓ Development of Swimming
  - ✓ Press liaison
  - ✓ Seeking sponsorship for National Events and external tours
  - ✓ Seeking sponsorship for development.
  - ✓ Fundraising.
  - ✓ Assisting Tour Managers with administration issues.
  - ✓ Liaison with Sports Commission and Zimbabwe Olympic Committee.
  - ✓ To carry out directives from the Board.
  - ✓ To report monthly to the Chairman prior to the complete ZSBC Board meeting

Generally the functions of both the Chairman and CEO have been carried out by the Chairman of the Board with the assistance of board members or co-opted persons/volunteers. However where necessary a CEO may be appointed by the Chairman and approved by the board.



ADDENDUM 2**Tour Guidelines for ZSBC/Tour Managers**

This paper has been formulated to provide Managers with Tour parameters and assistance where possible in any preplanning phase. It will also provide the ZSBC with standardised criteria for Tours and enable the ZSBC to question Managers in the event of Tours which are not efficiently run.

**PRIOR TO THE TOUR**

- As soon as a selected team is ratified by ZAU the Chairman of ZSBC will write to the swimmers confirming their selection and outlining the details of the Tour Management.
- The Tour Manager will at the same time provide parents with a preliminary budget detailing costs of travel, accommodation and kit for the tour.
- The parents must then decide on whether or not their child can participate in the Tour. If the parents cannot meet the expenses of the Tour, they may approach their Provincial Board for assistance where possible.
- The Tour Manager will provide parents with the following:-
  - a. Code of Conduct and Indemnity Forms
  - b. Kit order sheet requesting sizing etc. to be returned immediately
  - c. Diet and Medical Sheet
  - d. Information sheet to cover contact details, schools, etc
- Depending on the destination of the Tour the Manager will endeavour to obtain the appropriate VISA application Forms. Parents may, however be tasked with sourcing their own forms.
- The ZSBC Chairman/Secretary will seek ratification of the team by ZAU. ZAU then requests clearance of the team by the Sports and Recreation Commission.
- Once a swimmer/parent/guardian has accepted the budget for the tour and has paid the non refundable deposit requested, a letter will then be sent to the swimmer's school, if required, by the Tour Manager informing them that the respective swimmer

has been selected on a relevant tour and requesting that the swimmer be excused from school for the relevant period.

- Dependent on the Tour Size and destination Management should consist of the following:
  - i) Manager
    - Grade 1 - First Tour on non Official “Meets”.
    - Grade 2 - Level ‘2’ Gala to RSA
    - Grade 3 - Level ‘3’ Gala to RSA
    - Grade 4 - Senior Management for “International Meets”
    - Top Management - For All Africa Games & Olympics
    - Assistant Manager - Dependant on team size
  - ii) One or two Coaches - Dependant on team size
  
- The selection panel, Convenor of selectors and the Chairman of ZSBC confirm the appointments of Manager & Coaches

### **MANAGER’S RESPONSIBILITIES**

An Assistant Manager may be appointed. This Assistant may be travelling or non-travelling, self-funding or funded by tour parents or other body. Such an Assistant will be appointed by the Convenor of Selectors.

1. The Manager will be in complete charge of the Tour and once appointed will collect all papers, documents and other information that has been prepared to date for the tour, from the Secretary of ZSBC.
2. Tour entries for events for each swimmer should be submitted and carefully checked. Once these entries are acknowledged then they are to be forwarded to each individual swimmer so that they can also check entries are correct.
3. The Manager is free to consult coaches for both swimming and non-swimming matters but any final decision rests with the Manager. The coaches should also be prepared to help in tour preparation should they be asked to do so and other duties as directed by the Manager. On tour they should also be available for chaperoning duties etc.
4. The Manager should liaise with the National Fundraising Committee as to what funds are available for the Tour. If there are no funds available then the Tour will be funded by the parents.
5. Kit requirements should already be on hand and Management should finalise costings of this kit.
6. The mode of travel is to be determined by the Tour Manager and costings done. In accordance with the Zimbabwe Tours Criteria the team will travel together and exceptions will not be made. The Manager will also decide on mode of transport from the event venue to the accommodation.

7. Once final costings are on hand, a final budget should be prepared and parents notified. Parents should also be advised of ZSBC policy that parents should not stay in the team accommodation and that their children must remain with their team and management at pool side.
8. If sponsorship is forthcoming for a Tour, the Secretary of ZSBC shall arrange a date, time and venue for an appropriate thank you ceremony.
9. It is also most imperative that the Manager or his designated person keep in close liaison with all parents and deal with any issues in a transparent manner, appreciating that in most cases it is a lack of communication that causes problems prior to tour.
10. Swimmers are encouraged to integrate and it is therefore recommended that coaches, where possible, train and advise groups of swimmers rather than individual swimmers.
11. It is imperative that Managers/Coaches give careful consideration in billeting arrangements. From past experience, forcing two unknown swimmers into sharing a room merely causes dissension and then a child loses focus on the swimming. Ensure that rooms are also sterile with no phones or bars in fridges.
12. Children must be advised of having the right attitude. The policy is swim hard and play hard - swimmers who are on tour just for the party must appreciate the costs and time in organising a Tour of any nature. They must also be aware that their attitude and performance will be reflected on their report card and may be taken into account for future selections.
13. Whilst giving due recognition for initial selection, final selection for relay teams rests with the Manager in consultation with the Coaches giving due consideration to the current form of each swimmer.
14. It is essential that discipline on tour is closely monitored. ZSBC will not tolerate any sexist or racist behaviour.
15. Whilst Tour Management could help in monitoring certain items for safe keeping like cell phones, responsibility for such items lies firmly in the hands of each swimmer. Management should not allow themselves to be involved where such items can possibly be mislaid whilst in their possession.
16. Results of all swimmers and their Tour achievements should be kept in detail. After returning home these should be sent to each swimmer as well as to the National Results Convenor. A Report card will be kept on each swimmer by ZSBC.
17. Finance is an important part of the Tour and should be kept in detail under various cost headings. It should be noted that Management Tour costs are paid for by the team. Sponsors or parents have the right to query any costs through the ZSBC. The financial records will also be used in the preparation of budgets for future Tours.
18. A full tour report should also be given to the ZSBC detailing other issues relating to the Tour and any ideas relevant to the smooth running of future tours.

Non compliance with these guidelines could result in censure and exclusion from future tours. In this event, reasons for such a decision in writing will be forwarded to the Zimbabwe Aquatic Union.

## ADDENDUM 3

**Discipline Procedures on Tour**

Swimmers on any tour are representing Zimbabwe Swimming and as such the Board expects them to act as ambassadors for their country and to behave accordingly.

Therefore the Board insists that all swimmers sign a code of Conduct Form so that they are aware of the parameters of behaviour.

Each swimmer shall:-

- Submit to the authority of the team management and adhere to all instructions given to them.
- Maintain a neat and tidy appearance, and dress according to the laid down uniform when required.
- Wear the team tracksuit when receiving medals.
- Travel with and remain with the team.
- At all times act in a manner becoming of the good reputation of the Zimbabwe Team.

No Swimmers shall:-

- Use abusive or foul language at any time whatsoever.
- Consume any substance that may enhance or alter performance, unless prescribed by a doctor and reported to the Manager.
- Pilfer any item belonging to another team member.
- Shoplift any goods from any place of business, irrespective of value.
- Decline to swim, or deliberately swim slowly, any event which he/she has been required to swim by the Manager.
- Indulge in loud, rowdy or offensive behaviour in hotels, restaurants, or other public places.
- Engage in racist or sexist behaviour.

Regarding the Protocol of handling any breaches of discipline, the Guidelines are as follows:-

- A Manager will consult with an Assistant Manager and Coach/Coaches so that there is transparency and thus avoid any future recriminations at home.
- Management will make all enquiries, by whatever means necessary to ensure that all the right facts are to hand.
- The Management will then decide whether the breach of discipline is serious or whether the conduct of a swimmer was a minor breach merely in the spirit of the Tour.
- In the case of a minor breach of discipline then the swimmer will be admonished and advised that it will appear on his ZSBC Report card. He/she will not necessarily be

banned from any future Tour but it must be recorded to ensure that there is no “comeback” at a later date from parents/guardians, in order for all to see that there is total transparency.

- As a matter of courtesy the Chairman of ZSBC will be advised by phone to counter any queries from parents/.guardians if required whilst swimmers are still on tour.
- In the case that Management find that a swimmer or swimmers have seriously breached Tour discipline set by Management then the following will take place.
  - The swimmer or swimmers will each be asked to write an individual report on what they saw as having transpired.
  - Management will also write a report.
  - The Chairman of ZSBC will be advised by phone immediately so that any queries can be dealt with by him and tour Management on a unified approach.
  - Should any press reports be required they should be referred to the Chairman of ZSBC at home in Zimbabwe.
  - Depending on the transgression of discipline, the swimmer or swimmers will either be allowed to continue the tour under close supervision or be required to return home immediately.
  - As soon as possible after the Tour returns home then the Chairman will ask the Disciplinary Committee for a meeting.
  - Once all factors have been considered then a full “Disciplinary hearing” will be called.
  - The findings of the Disciplinary Committee will be final, and any statements or letters thereafter, will be made only by the Chairman of ZSBC.
  - The swimmer or swimmers will also be advised whether they may or may not participate in any future tour representing Zimbabwe.
  - All proceedings will be recorded in detail in case they are required at a later stage by any party.

## ADDENDUM 4

**Finance / Fundraising**

1. Fundraising is an area of major concern at the current time because of the current value of the Zim dollar against other currencies, which makes the monies required for any tour a problem to a lot of parents/guardians. ZSBC realise that due to this, concerted effort and attention must be put into fundraising.
2. In the event of any tour the ZSBC/Treasurer will determine on what basis fundraising will take place.
3. The Treasurer will also give some indication of what is required on the sponsorship side and what each province will be asked to do for sponsorship.
4. Procedures for any fundraising will be clearly laid down by the Treasurer who will ensure that these are distributed by the Manager of the Tour to the swimmers/parents.
5. A provisional budget will initially be prepared by the Tour Manager using costs based on previous tours to give parents/guardians some indication of tour costs.
6. Once all costs of transport, visas and related tour costs are to hand then the parents/swimmers will be given a final budget inclusive of monies available from sponsorship.
7. Fundraising will fall into two categories with criteria to be adhered to for each category:
  - a) *Private fundraising*
    - i. A swimmer/parent may go out and raise sponsorship to cover costs for that tour.
    - ii. A province may work together to achieve the same objective and cover costs for all swimmers chosen for a tour from that Province.
    - iii. Any shortfall should be borne by the parents/guardians of a swimmer.
    - iv. Any additional sponsorship from the National body can be used to help cover the costs of kit.
    - v. ZSBC will determine what logos etc are used on any kit.
  - b) *National fundraising – (Especially for Overseas Tours)*
    - i. In the event that the ZSBC determine that Tour costs are high and need to be covered on a National basis then all funds collected will be spread equitably across the board.
    - ii. Should a particular sponsor determine that they will only cover the costs of a certain swimmer, then those funds will be kept for that individual.
    - iii. However in this situation the sponsor will not have the right to request any logos or advertising on any kit when there is large tour participation.
    - iv. If there are only one or two swimmers representing a specific ‘meet’, then a sponsor covering one particular individual shall be entitled to request his logo/advertising on kit.
    - v. Any shortfalls for tour costs will be covered by the parents/guardians.

## ADDENDUM 5

**S.O.A.Z. – Swimming Officials Association of Zimbabwe  
Selectors  
National Results Convenor**

**A. SOAZ**

The Swimming Officials Association of Zimbabwe is headed by the National Officials Convenor.

1. The National Officials Convenor (NOC) is in charge of all Officials and all matters relating to the officials..
2. The NOC monitors training and sets exams for Swimming Officials consisting of Timekeeper, Chief Timekeeper, Head lane Timekeeper, Turn Judge, Judge of Stroke, Starter, Referee and Clerk of Course.
3. SOAZ has a Progression plan for Officials which is set out in Addendum 11.
4. The NOC has a duty to ensure that FINA rules are adhered to for all 'meets' under his jurisdiction.

**B. Selectors**

1. The Selection panel is headed by the Person appointed by the Board as Convenor of Selectors. The current Convenor is Neil Bradshaw, who is also at present National Officials Convenor.
2. The parameters and procedures within which the selectors work are set by the ZSBC Board.
3. There is generally one person appointed from each Province to be on the selection Panel; however this is not always the case. Selectors should be appointed on the basis of ability and experience and not on the basis of Provincial lines.
4. Selections are done with total integrity and swimmers are chosen on times and their ability to perform in different events.
5. In accordance with the Tours Criteria, General Rule B7, protest regarding the selections can be made to the Convenor. No direct dialogue can be entered into with individual selectors or the selection panel.

### **C. National Results Convenor**

1. The National Results Convenor oversees and monitors all domestic swimming times and any qualifying times required for different swimming events, as set down by the different swimming organisations in countries where Zimbabwean swimmers are likely to compete.
2. These times are made available to Provincial Board Members for onward distribution to enable swimmers to have some idea of times required for various tours.
3. A Tour Criteria Booklet is then published by the ZSBC to give the swimmers the rules, entry times or qualifying standards for the various tours on offer.
4. The National Results Convenor in conjunction with the records secretary, confirms the Zimbabwe Records which are broken in a meet.



## ADDENDUM 6

**Officials – Tasks, Requirements and Discipline at Poolside**

(Falls under auspices of S.O.A.Z. – See Addendums 5 and 11)

The information below gives members a very brief overview of ‘poolside officials’ and tasks. It should be noted that most officials who do sit tests are graded to various levels of competence, from level 1 to level 4.

Level 1 & 2 appointments to be recommended by the SOAZ Provincial Officials Convenor and thereafter ratified by SOAZ.

Level 3 & 4 appointments to be recommended by the SOAZ National Officials Convenor. Please see Addendum 11 for the SOAZ Officials’ progression plan.

The officials cited below are those required for National Swimming Galas. It should be noted that fewer officials are required for Provincial or local meets and number of officials used generally depends on availability of personnel. The number of people required for timekeeping etc. also changes with use of electronic timing equipment.

**TASKS**

- Referee - Has full control & authority over all officials and shall enforce all rules, regulations and decisions of FINA and he/she shall conduct the ‘meet’.
- Starter - Starts swimmers
- Clerk of the Course & Marshals - Co-ordinate swimmers for events
- Chief Inspector of Turns - Checks swimmers on turns and those inspecting turns on each lane.
- Inspectors of Turns - Checks turns on a specific lane and is normally Head Timekeeper at the finish end.
- Judges of Strokes- Check on any stroke abnormalities in race.
- Chief Timekeeper- Co-ordinates timekeepers for start of each race.
- Timekeepers - Normally 3 per lane exclusive of Chief Timekeeper. The Head Lane Timekeeper records the times.
- Desk Controller- Monitors and checks incoming results.
- Computer Operator- Enters results for times etc.
- Announcer- Calls for swimmers to events & announces results plus introduces swimmers.

**Exams Required**

- A. All rules and regulations as laid down by FINA
- B. For concise descriptions and exams required at different levels please refer to S.O.A.Z.- Nationals Officials Convenor.

## **Records**

For Zimbabwe Records to be ratified, the requirements are:

- 3 Qualified Timekeepers required for Senior 'meets'.
- 2 Qualified Timekeepers required for Junior 'meets'.

## **BEHAVIOUR & DISCIPLINE**

### **Alcohol**

The Board appreciates the commitment that the Officials in general display in carrying out their duties and the fact that the majority of the Officials carry out these duties in a responsible manner. However, any Official being intoxicated on Pool Deck in front of the swimmers does not set an appropriate tone and may affect the swimmers' times and placing.

At this time the Board does not wish to impose a total ban on alcohol and would stress that moderation is the key.

### **Smoking**

No smoking shall be permitted in any area designated for competitors, either prior to or during competitions.

ADDENDUM 7

**High Performance Squad**

The High Performance Squad is intended to consist of an elite group of swimmers who have been identified as high performers in our sport, with potential of representing Zimbabwe at major international events.

This is the core group of elite swimmers whom the Board wish to encourage to achieve better times. The aim is not only for the swimmers to participate internationally, but also to raise the standards of swimming in Zimbabwe.

The overall aim is to have representation at future Olympics. With the right dedication, training, focus and commitment several of our current swimmers could make the Olympics in 2008/2012.

The high performance squad administered by a coach and manager selected by ZSBC and ratified by ZAU. The coach and manager are entitled and empowered to enlist assistance from other persons, particularly in respect of swimmers from provinces where the coach and manager are not resident.

Where possible support for this squad - in terms of funding and travelling requirements/administration - will be sourced from ZOC and SRC.

ADDENDUM 8

**Coaches/Coaching**

**NATIONAL COACH**

The National Coach is appointed by ZSBC. For the time being, the position of National Coach will be filled by the High Performance Squad coach.

The National Coach is appointed to co-ordinate training programmes amongst all swimming coaches in Zimbabwe and oversee the High performance Squad.

Once swimmers are chosen for a senior international tour, the National Coach will ensure that each swimmer has a co-ordinated training programme, and that each respective tour coach adheres to this. A senior international tour in this instance is defined as a tour above the level of SA Level3.

The National Coach will also assist to put in place Development Programmes for swimming.

**INDIVIDUAL, CLUB and PROVINCIAL COACHES**

Individual, club and provincial coaches are expected to adhere to best practice methods for the development and improvement of swimming in Zimbabwe, and of the swimmers under their tutelage.

Such coaches are required to furnish ZSBC with curricula vitae including all coaching qualifications. From time to time as possible, ZSBC and ZAU will make available the services of internationally recognized and FINA-accredited coaches to conduct coaching clinics in Zimbabwe.

Certificates of competence and/or accomplishment obtained by Zimbabwean coaches at these clinics will be recognized by ZSBC when grading coaches at various levels. The level of coaching competence will be taken into account by selectors when selecting coaches for international tours.

ADDENDUM 9

**National Program & Eligibility**

1. Senior & Junior Nationals routinely alternated between Harare & Bulawayo. This rotation will only apply until such time as a superior national aquatic complex is functional. Thereafter the Senior Nationals will be held at that venue every year.
2. The National Sprint Gala will normally be held in Mutare.
3. All other Provincial 'meets' will be held as determined by the respective Provincial Boards.
4. Dates for Zimbabwe National Events are set following receipt of the Swim SA calendar. Provincial and other meets are set after the National Calendar is finalised.

**PROVINCIAL REPRESENTATION**

1. A swimmer must swim for the Province in which he is permanently domiciled as his/her home, even though he/she may spend long periods in another province or country for schooling or other reason.
2. A swimmer may swim in other provincial galas according to the criteria as laid down by the relevant body but if not stipulated then he/she can only receive medals and not trophies in another province and cannot have records set against his/her name.

## ADDENDUM 10

**FINA**  
**(Fédération International de Natation Amateur)****GUIDE FOR CONDUCT  
OF SWIMMING EVENTS**

The following Guide presents an outline and checklist of responsibilities for the preparation and conduct of FINA swimming competitions, the World Championships and the Olympic Games. The FINA Technical Swimming Committee ( TSC ) recommends that Member Federations use this Guide in preparing their own competitions with appropriate alterations as required.

This is a summary of the guidelines. More detailed information can be obtained from the National Officials Convenor.

**Introduction**

Delegation of responsibilities and duties for the conduct of swimming events is outlined below. A management / technical committee should be appointed for swimming events.

**1. HOST ORGANISATION**

The host organising body (sponsor, host or promoter) is responsible for providing certain items noted below, and for checking, correcting and maintaining various requirements before and throughout the competition as specified by FINA Rules, this Guide, the technical delegates, and the TSC. The FINA Handbook with its current addendum and this guide should be consulted carefully for pool measurement requirements and other rules and duties well in advance.

**1.1 Competition Pool equipment and provisions (See FINA Facilities Rules)**

1.1.1. Certification documents of pool dimensions (see FINA Rule FR 2) must be provided to the TSC so that the World Records may be accepted.

1.1.2. Operational systems must be installed, maintained and approved by the TSC, including:

1.1.2.1 Automatic timing system and touch pads

- 1.1.2.2 Scoreboard to show all lanes simultaneously
  - 1.1.2.3 Computerised results output and supplies
  - 1.1.2.4 Automatic beeper (horn) starting system
  - 1.1.2.5 Starting pistols (2) and shells; whistles for referees
  - 1.1.2.6 Recall rope with electrically operated drop
  - 1.1.2.7 Video camera installations for timing (preferred but not required other than for World Championships and Olympic Games); no timekeepers are required when this is available
  - 1.1.2.8 Relay take – off device in starting blocks for back – up judging in relay events
  - 1.1.2.9 Public address system
- 1.1.3. Water level, temperature and chemical content must be maintained properly.
  - 1.1.4. Water circulation and filtration system must be off during competition or be demonstrated to not cause water turbulence or flow (currents).
  - 1.1.5. Starting platforms must be secure and in proper position (height, slope and front edge position) and that backstroke handgrips are correct and secure
  - 1.1.6. Starting platforms must be properly marked on all four sides (numerals 20 – 25 cm high); touch pads must be marked above the water level at both ends
  - 1.1.7. Backstroke flags in proper position at each session ( which should be moved away for events or sessions where no backstroke or individual medley relay events are swum)
  - 1.1.8. Proper lane ropes tightened before each session
  - 1.1.9. Lap counters, of the same number as lanes used, provided for 800 and 1500 m (odd numbered)
  - 1.1.10. Bells or whistles, of the same number as lanes used, provided for the signal in 800 and 1500 m events
  - 1.1.11. Receptacles, of the same number as lanes used, for competitors' clothes at starting end
  - 1.1.12. Pace clocks at both ends of the competition pool except during the actual competition; pace clocks must also be provided at all times at both ends of the warm - up pool
  - 1.1.13. Necessary chairs, raincoats, hats, umbrellas for deck officials and staff
  - 1.1.14. At all sessions, lighting level maintained not less than 600 lux over the starting platforms and turning end

## 1.2 Space adjacent to competition pool - provisions

For each of the rooms and special areas below, provision must be made for:

- (a) Climate control, shade, when appropriate
  - (b) Chairs, tables, mail boxes or trays, waste receptacles
  - (c) Communications (see section 1.3 below) and security
  - (d) Clean-up after each session and as needed
  - (e) Drinking water
  - (f) Rest rooms
  - (g) Note paper, pencils and pens, clips
- 1.2.1 Deck space around competition pool and warm-up pool
  - 1.2.2 Rest area for competitors, with cots and rob-down tables
  - 1.2.3 Lockers, dressing rooms and showers for competitors
  - 1.2.4 First aid room(s) fully equipped (check with Medical Commission)
  - 1.2.5 Warm-up and swim-down facility nearby competition pool
  - 1.2.6 Ready room adjacent to starting area
  - 1.2.7 Clerk of course room
  - 1.2.8 Doping control rooms, with refreshments
  - 1.2.9 Meet operations office, rooms and supplies
  - 1.2.10 Automatic timing and scoreboard control room at pool side
  - 1.2.11 Public address announcer's booth
  - 1.2.12 Computer room / scorer
  - 1.2.13 Protocol / awards room
  - 1.2.14 Lockers with locks, dressing and rest rooms for FINA Bureau members, TSC and deck officials
  - 1.2.15 VIP reception rooms
  - 1.2.16 Press rooms, interview rooms
  - 1.2.17 Spectator stands, with provision for VIP seating, athletes, and off-duty officials
- Note:** Sufficient seats for all competitors, coaches and officials must be well placed for watching the competitions.
- 1.2.18 Flags, music and national anthems (when appropriate) for award ceremonies
  - 1.2.19 Presentation trays for medals and diploma bearers
  - 1.2.20 Awards stand and flag standards (when appropriate)
  - 1.2.21 When required, provide the actual awards and diplomas according to FINA specifications
  - 1.2.22 Duplication (printing) equipment for programs, start lists and results
  - 1.2.23 Maintain a smoke-free environment (See GR 9)

## 1.3 Communication installation requirements

- 1.3.1. Clearly visible signs designating entrances, restricted areas and rooms for officials, competitors, spectators, press and staff must be placed at all locations throughout the venue; all signs shall be in English and additionally in the language of the host country



- 1.3.2. Additional signs (and maps) must be strategically placed to direct people to emergency exits, meeting rooms, first aid stations, lockers, rest rooms, security check points and entrances
- 1.3.3. All Members, officials and staff should be provided with a detailed plan of the venue area in advance, showing the areas noted above and marking areas of restricted passage, with special markings for the locations of the scratch box, relay card pickup desk and the information booth
- 1.3.4. An information booth must be established within the venue area, preferably immediately inside the principal entrance for Members representative, competitors, and officials; this area should be accessible at least 18 hours a day (6 am to midnight)
  - 1.3.4.1 Individual letter boxes are to be provided for each Federation Member, FINA Bureau and TSC Members at least one week prior to the beginning of the competition
  - 1.3.4.2 A set of bulletin boards for posting general notices shall be provided with three divisions: Federation competitors and representatives; Bureau and TSC Members; and officials / staff, next to the letter boxes
- 1.3.5. Telephone and / or radio communication must be provided to allow for direct contact between all of the following areas / persons: pool deck (referee), public address announcer, clerk of course, warm up pool area, operations office, automatic timing operators, computer room / scorer, doping control room, protocol / awards room, press room / liaison, information centre, competitor's rest areas and ready room, the Host Organisation, Meet Director or supervisor, Security, Medical, TSC and FINA Bureau rooms, official's room, VIP lounge and the duplication / printing room; lists of telephone numbers or contact method for all these shall be provided to all Federations, Bureau and TSC Members, officials and staff upon arrival at the venue. In addition, outgoing connections from the office to the city commercial telephone service must be provided and, where possible, access to fax services and email.
- 1.3.6. For the World Championships, Olympic Games and other major FINA events, television (TV) monitors should be strategically placed in the venue area to provide a broad view of the competition, especially for the competitors in the warm up and resting areas and in the operations office, Bureau, TSC and VIP rooms
- 1.3.7. Photocopy machines and computers with printers must be provided for the meet operations office and the Bureau and TSC offices
- 1.3.8. Printing facilities for the preparation of the start lists and results must be provided suitable for rapid printing, collating and stapling of the daily start lists qualifiers and results

## **2. SWIMMING COMMISSION MEMBERS**

The management / technical committee would make up the commission members

### **2.1 Swimming Commission Responsibilities**

- 2.1.1 Coordination with the host Member Federation of all pertinent details for the conduct of the swimming competitions
- 2.1.2 Final inspection of facilities prior to the start of the competitions, including the automatic officiating equipment to be used during the meets
- 2.1.3 Preparation of a report of their inspection . This report to be presented prior to the first meeting scheduled to be held at the site of the competition
- 2.1.4 To conduct meetings for the briefing of Delegates and Team Managers of the participating Members before the start of the Competition
- 2.1.5 To conduct briefings for technical meet officials who will officiate in the competition

## **3. PRE – COMPETITION PREPERATIONS**

- 3.1 Conduct pre–competition meeting for representatives and officials; written announcements should be prepared and mailed well in advance so that all representatives, will be informed before they travel to the venue; be sure to post the date, time and location of all meetings and to have available the entry printouts for those in attendance.
- 3.2 Assignments and session schedules for officials must be prepared and distributed prior to the competition, including: Post and distribute to all, the scratch procedures. Following the scratch deadline (prior to the competition), notify the computer entry office so that proper start lists (heat sheets) can be prepared at least four days in advance of the competition. (See BL 6.3.6.7).
- 3.3 Check start lists (heat sheets) for correct spelling, and release approved master copy of start list to printer.
- 3.4 Check that the printer has distributed the start lists to all, including public address announcers, clerk of course, computer room, scorer, swimmers rest areas, doping control room, posted on bulletin boards and sufficient number supplied to the host organisation for program vendors.
- 3.5 Check that all disqualification forms, official assignment schedules and notices of meetings for officials are posted and distributed.
- 3.6 Check that there is an ample supply of relay cards. Relay cards will be available at the swim office.
- 3.7 Prepare format for public address announcer for both heats and finals.
- 3.8 Check to see that awards and diplomas are in safe keeping and correct in type and quantity (have provisions for duplicate awards in case of ties).
- 3.9 Check to see that Record forms are available; when needed, they must be signed by the Referee, Chief timekeeper and forwarded to the President of ZAU for ratification.
- 3.10 It should be considered that there are no fixed starting times except for the beginning of each session. However for the coordination of security. TV coverage and internal planning of schedules, starting times should be estimated.

- 3.11 Detailed instruction must be prepared and distributed to all on procedures for athletes to report to the ready room, the entry and the march in to the starting platforms, doping control procedures and instructions for the awards ceremonies and departure from the pool area.
- 3.12 Regulations for conduct during training sessions and warm up concerning lane assignments (sprint only, no diving) must be prepared and distributed to all. With signs posted at the lanes except during the competition.
- 3.13 Regulation of the warm up in the competition pool must be supervised, allowing only athletes who are competing in the next finals session to enter the competition pool the last two hours before the session begins; lane assignments for diving and sprinting must be announced and monitored to avoid accidents.

### 3.2 **Conduct of the Competition**

- 3.2.1 Clear the competition pool at least fifteen (15) minutes before the start of each session.
- 3.2.2 Referee to verify that all officials are in proper position to execute their duties and that all operational systems are functioning.
- 3.2.3 If disqualification occurs, make certain that the public address announcement is made and that a form is sent to the press advising the name of the competitor and the reason for the disqualification as quickly as possible.
- 3.2.4 After verification of the preliminary results, check that they are announced, printed and distributed as quickly as possible. Two alternates must be listed and called to report for the finals program for each individual event.
- 3.2.5 If a scratch occurs among the qualifiers for the semi – finals or finals or the two alternates, be sure the announcer calls for additional alternates and that all respective Team Managers are notified.
- 3.2.6 When relays are scheduled in any session, be sure that the announcer calls for the relay cards from all entered Federations to be turned into the swim office not later than one hour before the start of that session. Swimmers must swim in the order listed on the card.
- 3.2.7 Copies of the relay line-ups should be made for the announcer, the press, clerk or course, officials, scorers and computer operator, swimmer must swim in the order listed on the card.
- 3.2.8 Upon verification, results of the finals should be provided to all.
- 3.2.9 Swimmers are to leave the water by swimming to the sides, not by climbing over the end wall.

### 3.3 **Awards**

- 3.3.1 Award ceremonies should be scheduled as soon as possible following the event and certification of the results (usually after the next event).

## 4. **CHIEF RECORDER**

- 4.1 Responsible for checking results of preliminaries from computer printout; releases approved results to press and the announcer (with Disqualification and the reason for each) and have the result signed by the Referee.

- 4.2 Responsible for checking results of semi – finals & finals from computer, signing meet forms as indicated; having the Referee also sign the results to make them official.
- 4.3 Enters all scratches (withdrawals) after each preliminary and final, all to be co-signed by the Referee.
- 4.4 Enters on official FINA forms all preliminary times and final times, also to be co-signed by the referee.
- 4.5 After final results are approved, provide results to public address announcer, press, protocol and doping control.
- 4.6 After the last event of an evening session, make sure that all results have been properly verified and distributed.
- 4.7 If a World Record, World Championship or Olympic record is equalled or bettered, the Chief Recorder shall immediately, after approval by the Referee, notify the announcer. Complete FINA World Record application form, obtain necessary signatures and submit to TSC Commission.
- 4.8 At the World Championships, team scores must be kept and verified with the assistant to the Chief Recorder.

## **5. PROTOCOL OFFICER**

### Duties

- 5.1 Check to see that proper national anthems and national flags are available
- 5.2 Check trays for medal and diploma bearers.
- 5.3 Prepare written instructions for athletes for award ceremonies, distribute and post (See GR. 10.8).
- 5.4 Check to see that diplomas are completed.
- 5.5 Prepare a script for the public address announcer, listing the VIPs who will participate in the awards ceremonies.
- 5.6 Check for appropriate music for the parade of athletes around the pool before and after the award ceremonies and for the march in prior to the semi-finals & finals. Music during the march in is optional during the preliminaries.
- 5.7 Greet VIPs.
- 5.8 Escort VIPs to preferred seating at venues.
- 5.9 Give list of VIPs to announcer, press and others for formal introductions.
- 5.10 Check that ample refreshments are available for VIPs.
- 5.11 If VIPs are of such stature, ensure that there is ample security.
- 5.12 Provide programs and start lists to VIPs.
- 5.13 If music is required at VIP introduction, check for appropriate music.
- 5.14 Provide escort of VIPs exit.

## **6. TECHNICAL MEET OFFICIALS**

### Duties:

- 6.1 Provide instructions for each principle position and should be prepared so that officiating is consistent and fair; with special note for each officiating position:
  - 6.1.1 Referees - control and continuity of the competition, emphasis on adjudicating on all protests related to the competition in progress; proper procedures for the

- commencement of an event, disqualification of a competitor for any violation of rules personally observed or which is reported by the authorised officials
- 6.1.2 Starters - continuity of starting of events; emphasis on the false start rule and method of disqualification after false starts
  - 6.1.3 Inspector of Turns – advise of proper position for inspector of turns and relay take-off. Avoid interfering with video back-up and relay take- off systems
  - 6.1.4 Judges of Stroke – emphasis of current knowledge of stroke rules; reporting procedures for violations to the Referee
  - 6.1.5 Chief Inspector of Turns – general duties and procedures; reporting procedures for violations to the Referee
  - 6.1.6 Clerk of course – must have good rapport with competitors; instructions for assembling and preparing competitors prior to each start and the use of the ready room
  - 6.1.7 Chief Recorder – general duties and responsibilities
  - 6.1.8 False Start Rope operators – instruction and practice on dropping and repositioning the false start rope; emphasis on the second false start, only when using the two start rule.

## **7. ANNOUNCER**

### Instructions:

- 7.1 Make sure that the sound system is working properly .
- 7.2 Obtain managers' names before competition begins in case the manager has to be called.
- 7.3 Use correct country names and abbreviations, check with protocol.
- 7.4 Ask about and verify questionable pronunciations.
- 7.5 Have the full event lists and approved scripts ready.
- 7.6 Make sure national anthems are ready to be played on cue.
- 7.7 Allow time for bursts of cheering and applause.
- 7.8 Do not talk between the time the whistle is blown and the starting signal is given, except where necessary, to quiet the audience as requested by the Referee.
- 7.9 All disqualifications must be announced as soon as possible.
- 7.10 Announce the results of the last final event before announcing the next event.
- 7.11 Call the Referee as soon as possible, if there is any problem.
- 7.12 The microphone must be turned off except when making announcements.
- 7.13 Generate enthusiasm during the race by objectively and enthusiastically arousing the crowd to 'bring on the swimmers'.
- 7.14 Be familiar with emergency exit procedures for the entire pool area.
- 7.15 Carefully follow the approved script.