



# สมาคมกีฬาทางน้ำแห่งประเทศไทย THAILAND AQUATICS ASSOCIATION

(Affiliated to World Aquatics, Asia Aquatics, NOCT)

สกท TAA

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๗ กุมภาพันธ์ 2568

เรื่อง ให้การรับรองสถิติการแข่งขันกีฬาว่ายน้ำรายการ FOBISIA Swimming 2025

เรียน ประธานสโมสร ธัญญปุระ ภูเก็ต

อ้างอิง หนังสือสโมสร ธัญญปุระ ภูเก็ต ลงวันที่ 15 พฤศจิกายน 2567

สิ่งที่ส่งมาด้วย 1. คำสั่งแต่งตั้งผู้แทนฝ่ายเทคนิค และผู้ตัดสินกีฬาว่ายน้ำ จำนวน 1 ฉบับ  
2. ประกาศสมาคมกีฬาว่ายน้ำแห่งประเทศไทย ลงวันที่ 5 มกราคม 2566 จำนวน 1 ฉบับ

ตามหนังสือที่อ้างถึง สโมสร ธัญญปุระ ภูเก็ต จะมีการจัดการแข่งขันกีฬาว่ายน้ำ FOBISIA Swimming 2025 ระหว่างวันที่ 20 - 23 กุมภาพันธ์ 2568 ณ สระว่ายน้ำ สโมสร ธัญญปุระ ภูเก็ต และได้ขอให้สมาคมกีฬาทางน้ำแห่งประเทศไทย ส่งผู้แทนฝ่ายเทคนิคสมาคม ผู้ตัดสิน และขอใช้ตราสัญลักษณ์ ในการรับรองสถิติการแข่งขัน ความละเอียดทราบแล้วนั้น

ในการนี้ สมาคมกีฬาทางน้ำแห่งประเทศไทย พิจารณาแล้วขอเรียนให้ท่านทราบว่า สมาคมฯ มีความยินดีอย่างยิ่งที่จะรับรองสถิติการแข่งขันรายการดังกล่าว และขอส่งรายชื่อผู้แทนฝ่ายเทคนิคสมาคม ผู้ตัดสินกีฬาว่ายน้ำ ภาค 4 รายละเอียดตามสิ่งที่ส่งมาด้วย 1 พร้อมทั้งอนุญาตให้ใช้ตราสัญลักษณ์สมาคมฯ ในการรับรองสถิติการแข่งขันรายการดังกล่าว ทั้งนี้ ขอให้ท่านปฏิบัติตามหลักเกณฑ์การรับรองสถิติในการจัดการแข่งขันกีฬาว่ายน้ำของสโมสรสมาชิก รายละเอียดตามสิ่งที่ส่งมาด้วย 2

จึงเรียนมาเพื่อโปรดทราบ และดำเนินการส่งผลการแข่งขันในรูปแบบไฟล์อิเล็กทรอนิกส์ (Excel .xlsx, xls หรือ Hy-Tek File .hy3) ภายใน 7 วัน ทาง E-mail : competitions@thaiaquatics.or.th หลังจากเสร็จสิ้นการแข่งขัน จักขอบคุณยิ่ง

ขอแสดงความนับถือ

(นายไชตวิทย์ ธรรมสุจิตร์)

เลขาธิการสมาคมกีฬาทางน้ำแห่งประเทศไทย

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คำสั่ง สมาคมกีฬาทางน้ำแห่งประเทศไทย

ที่ 0025 / 2568

เรื่อง แต่งตั้งผู้แทนฝ่ายเทคนิคกีฬา และผู้ตัดสินกีฬาว่ายน้ำปฏิบัติหน้าที่  
ในการแข่งขันกีฬาว่ายน้ำ รายการ FOBISIA Swimming 2025

.....  
เพื่อให้การดำเนินงานในการแข่งขันกีฬาว่ายน้ำ รายการ FOBISIA Swimming 2025  
ระหว่างวันที่ 20 - 23 กุมภาพันธ์ 2568 ณ สระว่ายน้ำสโมสรธัญญาปุระ จังหวัดภูเก็ต เป็นไปด้วยความ  
เรียบร้อยและมีประสิทธิภาพ สมาคมฯ จึงแต่งตั้งบุคลากรปฏิบัติหน้าที่ในการแข่งขันดังกล่าว ดังต่อไปนี้

- |                           |                      |
|---------------------------|----------------------|
| 1. นายสุรศักดิ์ เฉลิมชัย  | ผู้แทนฝ่ายเทคนิคกีฬา |
| 2. นายอนุชา ศรีคล้า       | ผู้ตัดสิน            |
| 3. นายกู้เกียรติ บุญมี    | ผู้ตัดสิน            |
| 4. นายณัฐพงศ์ แก้วพลอย    | ผู้ตัดสิน            |
| 5. นายวิสุทธิ ทองศิริ     | ผู้ตัดสิน            |
| 6. นางพวงรัตน์ บุญรักษ์   | ผู้ตัดสิน            |
| 7. นายสมชาย รอดชนะ        | ผู้ตัดสิน            |
| 8. นายนฤเบศร์ ขวัญเพชร    | ผู้ตัดสิน            |
| 9. นางสาวจิรารัตน์ ประทุม | ผู้ตัดสิน            |
| 10. นายเกษม บุญญโรจน์     | ผู้ตัดสิน            |
| 11. นายวรวุฒิ ดาษทอง      | ผู้ตัดสิน            |

ทั้งนี้ ตั้งแต่บัดนี้เป็นต้นไป

สั่ง ณ วันที่

กุมภาพันธ์ 2568

(นายไชตวิทย์ ธรรมสุจิตร์)

เลขาธิการสมาคมกีฬาทางน้ำแห่งประเทศไทย

สัญญาปุระ สปอร์ต แอนด์ เฮลท์ รีสอร์ท  
๑๒๐, ๑๒๐/๑ หมู่ ๗, ถนน เทพกระษัตริ  
ตำบล เทพกระษัตริ อำเภอ กลาง  
จังหวัด ภูเก็ต ๘๓๑๑๐

MA 4

วันที่ ๑๕ พฤศจิกายน ๒๕๖๗

เรื่อง ขอรับรองสิทธิการแข่งขันว่ายน้ำ FOBISIA Swimming 2025  
เรียน นายกสมาคมกีฬาว่ายน้ำแห่งประเทศไทย  
สิ่งที่ส่งมาด้วย กำหนดการแข่งขันว่ายน้ำ จำนวน ๑ ฉบับ

เนื่องด้วยทาง สัญญาปุระ สปอร์ต แอนด์ เฮลท์ รีสอร์ท จะมีการจัดการแข่งขันว่ายน้ำ รายการ  
FOBISIA Swimming 2025 โดยมีการจัดการแข่งขัน ในวันที่ ๒๐ - ๒๓ กุมภาพันธ์ ๒๕๖๘ ณ สระว่ายน้ำ  
สโมสรกีฬานานาชาติสัญญาปุระภูเก็ต จังหวัดภูเก็ต

โดยมีวัตถุประสงค์เพื่อส่งเสริมและสร้างกำลังใจให้เยาวชนที่เข้าร่วมการแข่งขันในครั้งนี้

ในโอกาสนี้ ทางสัญญาปุระ ฯ จึงใคร่ขอความอนุเคราะห์ส่งผู้แทนสมาคมเพื่อรับรองสิทธิการ  
แข่งขันและขอใช้ตราสัญลักษณ์ของสมาคมกีฬาว่ายน้ำแห่งประเทศไทยในการประชาสัมพันธ์ ตามวันและ  
สถานที่ดังกล่าวข้างต้น

จึงเรียนมาเพื่อโปรดพิจารณาและขอขอบพระคุณเป็นอย่างสูงมา ณ โอกาสนี้

เรียน ฝ่ายเทคโนโลยี

เพื่อโปรด

- ทราบ  พิจารณา  
 ดำเนินการ  อนุมัติ

(นายไต้วิทย์ ธรรมจักร)

เลขาธิการสมาคมกีฬาทางน้ำแห่งประเทศไทย

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เพื่อโปรด

- ทราบ  พิจารณา  
 ดำเนินการ  อนุมัติ

๒๙/๑๐/๖๗ ๒๘ holiv



E S T A B L I S H E D I N 1 9 8 8

The Federation of British International Schools in Asia

# 'FOBISIA Swimming'

The FOBISIA Swimming Invitational  
Handbook

September 2024

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## 1. General Information

There are many logical considerations for schools when entering overseas competitions, to help mitigate these deadlines for the FOBISIA swimming, particularly relating to entries, withdrawals and scratches may be stricter than when entering a more local competition. Please ensure you have fully read these guidelines to ensure you have adequate planning time.

### 1.1 Key Details

The FOBISIA Swimming Championships have been divided into two divisions with a view to creating two complementary events providing a great ability-based experience for all participants. The divisions work as follows:

**Division 1:** For schools with a high-level swimming programme or academy.

**Division 2:** For all other schools with competitive swimming programmes.

Schools will be allocated to divisions based on the above criteria and with reference to the results of previous FOBISIA Swimming Championships.

Schools typically compete in either Division 1 or Division 2. Schools can request to compete in both Divisions 1 and 2 by applying to the FOBISIA Swimming Lead ([Vicki Gill victoria.g2@shrewsbury.ac.th](mailto:Vicki_Gill_victoria.g2@shrewsbury.ac.th)). In this scenario the swimmers should be divided into the two championships based on ability, swimmers may not participate in both championships.

Host schools should appoint a Meet Director to coordinate the event. This should not be a member of staff also coaching a team. The Meet Directors' decision concerning inconsistencies between placing, times and the stroke judges' decisions shall be final.

### 1.2 Eligibility

The FOBISIA Swimming Championships is open to all FOBISIA Schools, until a set deadline (clearly indicated in the event information distributed by the host school). After this time, if space allows, entries can be accepted from non FOBISIA schools (these schools will not be eligible for all awards).

Non-FOBISIA schools will be recommended into divisions according to the same criteria above.

### 1.3 Photo Release

In entering, schools and swimmers agree that they may be photographed / videoed by the host school's approved photographer; that these images may be displayed for viewing and purchasing on site during the championships and the photographer's secure website after the Championships; and that they may be used by FOBISIA at its discretion for marketing and social media purposes.

### 1.4 Timeline for communication to participating schools

Contact with all participating schools should be clear and in good time. All information must be sent through the FOBISIA HQ via the FOBISIA Events Executive, who will distribute the information to all FOBISIA member schools.

<b>At least 5 months prior</b>	<ul style="list-style-type: none"> <li>✓ Send out Expression of Interest/Invitation letter via the Student Events Executive, with a set deadline for registration</li> <li>✓ Complete a draft budget outlining costs (template available from FOBISIA HQ) and send to FOBISIA HQ</li> </ul>
<b>3-4 months prior</b>	<ul style="list-style-type: none"> <li>✓ Request confirmation of attendance with approximate numbers</li> <li>✓ Obtain School logos for programmes, signs, etc.</li> </ul>
<b>2 months prior</b>	<ul style="list-style-type: none"> <li>✓ Confirm final numbers with participating schools</li> </ul>
<b>6 weeks prior</b>	<ul style="list-style-type: none"> <li>✓ Request final participation costs from participating schools</li> <li>✓ Request final payment for hotel rooms</li> <li>✓ Request flight details / dietary requirements from schools</li> <li>✓ Send out letters supporting visas</li> <li>✓ Request numbers of attending parents/supporters to accommodate at events, transport, dinner, etc</li> <li>✓ Send out final information of entries</li> </ul>
<b>Event to take place</b>	<ul style="list-style-type: none"> <li>✓ Teams arrive!</li> </ul>
<b>After the event</b>	<ul style="list-style-type: none"> <li>✓ Distribution and collection of participant feedback via a survey monkey form. This is set up by FOBISIA HQ and the link should be sent to all participants by the host school</li> <li>✓ Completion of host survey sent via FOBISIA HQ</li> <li>✓ Final costings to be completed (template available from FOBISIA HQ) and sent to FOBISIA HQ</li> <li>✓ Host school to complete short article and send with photos to FOBISIA HQ</li> </ul>

## 1.5 Health, Safety and Security

There is a requirement for hosting schools to risk assess and give as much information to visiting schools regarding safety issues etc as possible. Whilst all Schools have such information and procedures in place, local requirements make it impossible to have generic protocols. It is fair to say however that certain areas need to be addressed - these can be reviewed, along with an example risk assessment in Appendix 3.

It is also the host school's responsibility to ensure lightning, AQI and heat index procedures are factored into their planning to ensure safety for all participants, officials and spectators. Hosts should ensure that visiting schools are aware of the policies in place and any procedures to be undertaken in the event of bad weather or excessive heat.



## 2. Meet Information

The FOBISIA Swimming Championships Events will run over a maximum of three (3) days with the final day finishing by midday to allow travelling schools sufficient time to travel back to their home country.

Due to hosting constraints, division championships may be hosted on different dates, swimmers may not compete in both championships when this occurs.

Sessions will be a maximum of 10 hours in duration from the start of the first event of each day including all breaks.

Lunch breaks will be a minimum of one (1) hour in duration - during this time it may be possible for a second warm up at the discretion of the host school or facility.

### 2.1 Age Up Date

To maintain consistency across all FOBISIA Invitational events the age up date will be the swimmers age on 1st August of the academic year of the competition.

### 2.2 Age Groups

Individual Age Groups	9, 10, 11, 12, 13, 14, 15, 16 Years & Over
Relay Age Groups	9 - 10, 11 - 12, 13 -14, 15 Years & Over

Athletes are not permitted to age up for individual events, swimmers may age up to allow a relay to take place, this swimmer must swim in the same relay age group for the entirety of the meet.

### 2.3 Events

<b>Individual Events:</b>	
50m Events	All Strokes
100m Events	All Strokes
200m Events	All Strokes & Individual Medley
400m Events	Freestyle & Individual Medley
<b>Relay Events (boys, girls):</b> <u>1 Relay entry per team, per gender, per event</u> - relay team names must be declared on entry file.	
4 x 50m	Freestyle and Medley

### **2.3.1 Individual Entries**

**Swimmers 9 Years** – may enter **six (6)** individual events per swimmer plus **two (2)** relays. Individual events - 50m events and 100m Backstroke, Breaststroke and Freestyle, 200m Freestyle, 200m IM

**Swimmers 10 & 11 Years** – may enter **six (6)** individual events per swimmer plus **two (2)** relays. Individual events - 50m, 100m events and 200m Freestyle, 200m IM

**Swimmers 12 Years and above** - may compete in all events - **eight (8)** individual events per swimmer plus **two (2)** relays.

### **2.3.2 Relay Entries**

One (1) Relay entry per team, per gender, per event - relay team names must be declared on entry file.

### **2.3.3 Scoring**

**A maximum of three (3) swimmers per event per team will score points**, teams may enter more than three (3) swimmers - additional swimmers will not score points.

#### **Individual Places 1- 19**

24, 21, 20, 19, 18, 17, 16, 15, 14, 13, 11, 9, 8, 7, 6, 5, 4, 3, 2 points

Swimmers placed 20th onwards all score 1 point.

#### **Team Places 1 - 20:**

48, 42, 40, 38, 36, 34, 32, 30, 28, 26, 22, 18, 16, 14, 12, 10, 8, 6, 4, 2 points

### **2.3.4 Seeding and Finals**

If, after the closing date the timeline indicates that it is not possible to conclude the meet by midday on day 3 all events will be swum as **Heat Declared Winner (HDW)** - priority is to ensure that swimmers do not spend an excessive amount of time on poolside each day.

All events are swum as single gender events.

**All 200 and 400m events** will be swum as **HDW**, there are no finals for these events. These events will be multi-age super seeded ensuring the final heats contain the fastest swimmers per age group and gender.

All 11 & Under age group events will be swum as multi-age super seeded. The final heats will be the fastest entry seed times per age group and gender.

### **2.3.5 Awards**

Awards (medals and ribbons) will be presented throughout the meet. Swimmers will be able to collect these from the Medal Presentation Area 45 minutes after the conclusion of that event.

It is the responsibility of the swimmer to collect their awards

Team awards will be presented at the conclusion of Day 3.

### **2.3.6 Medals**

Gold, Silver, and Bronze medals shall be awarded to the first three places in both individual and relay events.

In case of equal times, medals shall be awarded as follows:

1st place:	2 Gold - no Silver, 1 Bronze
2nd place:	1 Gold, 2 Silver - no Bronze
3rd place:	1 Gold, 1 Silver, 2 Bronze

In case of 3 equal times medals shall be awarded as follows:

1st place:	3 Gold - no Silver, no Bronze
2nd place:	1 Gold, 3 Silver - no Bronze
3rd place:	1 Gold, 1 Silver, 3 Bronze

### **2.3.7 Ribbons**

Numbered Ribbons shall be presented to all swimmers who place 4th - 16th in individual and relay events.

The first place winner of each heat will receive a Heat Winner Ribbon upon exiting the pool.

### **2.3.8 Trophies**

**FOBISIA Swimming Team Trophy** - for the top three (3) point scoring teams

**FOBISIA Swimming Visiting Team Trophy** - for the top point scoring travelling team (excludes teams from the host country)

**FOBISIA Swimming High Point Average Champions** – for the team with the highest point average per swimmer. Minimum team size of 10 swimmers.

**FOBISIA Swimming - Junior Champions** - for the top point scoring junior team, Swimmers 11 years & Under

**FOBISIA Swimming - Senior Champions** - for the top point scoring senior team, swimmers 12 years & Over

**FOBISIA Swimming Team Age Group trophies** - for the top three (3) point scoring male and female teams in the following age groups:

9-10, 11-12, 13-14, 15 Years and Over

**FOBISIA Swimming Individual Trophies** - for the top three (3) point scoring male and female individual swimmers in the following age groups:

9, 10, 11, 12, 13, 14, 15, 16 Years and Over

In an event where two swimmers/relay teams tie on time in the top ten (10) in their age group, the total points will be added and then halved to each swimmer/relay team. E.g. 5th and 6th tie on time,  $18 + 17 = 35$  and then halved will mean both swimmers/relays will score 17.5 points.

## 2.4 Rules

World Aquatic rules apply throughout; these can be accessed at <http://www.worldaquatics.com>, the meet will be a National Qualifying licensed meet officiated by swimming officials of the host country.

Exceptions to World Aquatics rules:

- Two timers will time each lane.
- The following officials shall be appointed:
  - Referee (2)
  - Starters (2)
  - Judge of strokes (4)
  - Chief Inspector of Turns (2)
  - Inspectors of turns (8)
  - Finish Judges (2)
  - Timekeepers per lane (2)
- If the swimming governing body of the host country requires a different number of officials this shall be followed
- Relay teams will consist of only four (4) declared swimmers

False starts will operate under World Aquatic rules:

Any swimmer initiating a start before the signal may be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.

Place judges will decide finishing positions for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> places rather than using times. The times will be used for personal records only. Times will decide all other finishing positions.

## 3. General Information

### 3.1 Entries

Team entries should be made by the host school deadline using HyTek Team Manager, a lite version maybe downloaded free from the HyTek website <http://www.hy-tek ltd.com/downloads.html>

Entry times MUST accompany ALL events, NT swimmers will not be accepted..

Entries received after the closing date may be rejected, late entries will only be accepted at the discretion of the host school.

Entries will close at 12 noon **6 weeks prior to the first day of the competition** or whenever the limit of 600 participants is reached.

Team reports will be sent for checking no later than one week after submission, this will also include the exceptions report with any entries that may not have qualified

Any rejected entries that will need adjusting will have one week to make these adjustments

Meet programs will be available three weeks in advance of day 1 of the competition after this date there will be no changes other than scratches.

## **3.2 Additional Entries or Changes**

No changes to events on the meet day to accommodate extra swimmers/relays.

### **3.2.1 Relay Team Declarations**

All teams must declare their relay teams on submission of their Team Manager file, any changes to the relay teams must be declared a minimum of 24 hours in advance of that event.

### **3.2.2 Withdrawal from the meet**

Athletes who scratch after the meet program has been published will be charged the full meet entry fee, regardless of reason.

### **3.2.3 Withdrawal from Heats**

Withdrawals must be made before the start of the warm up session of the session that the heat takes place.

Any withdrawals will apply to the entire session; swimmers should therefore only select events that they are confident at being able to compete in.

### **3.2.4 Withdrawal from Finals**

- 8 swimmers and 2 reserves will be declared for all finals - and will be communicated with all head coaches through a WhatsApp group.
- Individual finalists and reserve finalists shall declare to the Meet Director, if they intend to withdraw from a Final 30 minutes before the start of the finals session.
- All withdrawals shall be made on the official withdrawal form.
- Where a reserve is brought in at short notice, the reserve shall occupy the vacant lane and there will be no amendments made to the allocation of lanes.
- Reserve finalists, who are not required to swim in a final, will be released after the 5 event withdrawal period.

### 3.3 Marshalling

Heats: Swimmers must report to the official at the entrance to marshalling.

Swimmers should follow the directions given by the Marshalls. It is the swimmers responsibility to report in good time.

Finals: Finalists must report to marshalling in advance of the advertised time for their final. They shall remain within the Marshalling area until taken to the poolside for their race.

Swimmers or relay teams, who do not report, before the race is taken to the poolside, shall be deemed to have withdrawn from both the event and the session.

Parents will not be allowed within the marshalling area at any time.

Please allow sufficient time to reach marshalling, prepare for the event to run ahead of schedule.

### 3.4 Warm Up

- Warm-ups lanes will be assigned once all entries from teams have been submitted.
- Warm-up space will be allocated on the number of swimmers from each team.
- Details of warm up lanes and times will be provided at the coaches meeting.
- Please start your warm up on time, and finish your warm-up on time. If you start late you will not be given extra time.

### 3.5 Protests

Based upon World Aquatics General Rules for World Aquatics Competitions (Section 13) FOBISIA swimming has the following protest policy:

**Protests are possible.**

All protests will be considered by the **Meet Director** and/or **Referee** but no protest shall be allowed against decisions of fact.

Protests must be submitted in accordance with the following:

- Protests can only be lodged at the information desk by a TEAM COACH with an official ID. Parents/swimmers cannot lodge protest forms.
- Within 30 minutes following the conclusion of the respective event.
- In writing on the form below, with the supporting facts. (forms will be available from the Information desk.)

All Protest Forms will be reviewed by the Head Meet Referee and the resolution will be communicated to the Head Coach who filed the dispute.

### 3.6 Coaches

All entered teams must have a minimum of one coach who is a member of staff from that school present with them at all times throughout the event.

Coaches must be wearing the ID provided by the host school at all times, coaches without this ID will not be granted access to the athlete only areas of marshalling and poolside.

A coaches meeting will be held virtually one week prior to the event, during this meeting all rules will be clarified, attendance at this meeting is **mandatory** and will be detailed when the event information is published to all schools to ensure ample preparation time.

All final information will be disseminated at this meeting.

## **4. Hosting Requirements**

### **4.1 Poolside**

The event may be held in either a 25m (short course) or 50m (long course) pool with a minimum of 8 lanes with suitable distinction i.e. lane ropes between lanes.

Automatic Officiating Equipment (Electronic timing) with a visible scoreboard will be used throughout the meet, with touchpads at both ends of the pool. The electronic scoreboard is for spectator purposes only. No protests will be allowed based on a time seen on the scoreboard.

Starting blocks must be available at both ends of the pool.

Backstroke wedges must be available for swimmers to use if they wish.

A swim-down facility may be available depending on the host school - swimmers must be supervised by a coaching member of staff from their school at all times.

Lifeguards will be present at all times the swimming pools (both competition and warm up) are open to swimmers.

### **4.2 Team Area**

A shaded area will be available for swimmers both within the designated marshalling area(s) and rest area(s). There must be a method of communicating with the teams in the rest areas of the events currently being marshalled.

### **4.3 Bathrooms**

Clearly designed adult and child bathrooms/changing rooms must be available and supervised to ensure that they are used appropriately.

### **4.4 Award Presentation Area**

A podium and backdrop will be available throughout the meet in a Medal Presentation Area accessible to all spectators for individual photographs.

Medals and Ribbons are available for swimmers to collect from this area throughout the meet.

#### **4.5 Photographer**

A photographer should be available throughout the meet to take photographs of the swimmer, parents are not permitted poolside.

#### **4.6 Coaches Areas**

A clearly defined shaded area should be available poolside for coaches.

#### **4.7 Water**

Water must be readily available for swimmers and coaches in all areas including but not limited to the rest areas, marshalling and poolside.

#### **4.8 Results**

Published results must be available to all coaches, this can be either through posting the printed results in a designated area or sharing through a social media communication group such as WhatsApp.

Meet Mobile will be used. The Meet Mobile App is available to download on both iOS and android phones and allows access to heat sheets and results throughout the event. **Please note Meet Mobile is not a free App!**

Protests will not be accepted based on the results published on Meet Mobile.



**APPENDIX 1: Official Protest Form**

**OFFICIAL PROTEST FORM**

DATE: \_\_\_\_\_

SWIMMER: \_\_\_\_\_ TEAM: \_\_\_\_\_

EVENT: \_\_\_\_\_ HEAT: \_\_\_\_\_ LANE: \_\_\_\_\_

OFFICIAL'S CALL:

REASON(S) FOR THE PROTEST:

SIGNED: \_\_\_\_\_

## APPENDIX 2: Programme of Events

### i) Programme Summary

Day 1		Day 2		Day 3	
200	Freestyle (HDW)	400	IM (HDW)	400	Freestyle (HDW)
100	Breaststroke	100	Backstroke	50	Freestyle
200	Medley (HDW)	200	Butterfly (HDW)		
		50	Breaststroke		
Lunch		Lunch		Finals (time permitting)	
100	Butterfly	50	Butterfly	4 x 50	Medley Relays
50	Backstroke	200	Backstroke (HDW)	50m Free	12 & Over
200	Breaststroke (HDW)	100	Freestyle	Awards	
Finals (time permitting)				HDW: Heat Declared Winner. (no finals for these events). Swum in age groups for fastest heats.  Heats (Timed Finals) for 11 & Under age groups will be swum as Multi-age Super Seed (Fastest age group heat for top 8 or 10 entry seed times for 9 years, 10 years, 11 years).	
Day 1		Day 2			
4x50	Free Relays 11&U	100 Backstroke	12 & Over		
100 Breaststroke	12 & Over	50 Breaststroke	12 & Over		
100 Fly	12 & Over	50 Butterfly	12 & Over		
50 Backstroke	12 & Over	100 Freestyle	12 & Over		
4 x50	Free Relays 12 & O				

ii) Full Programme of Events

Event Number	Distance	Stroke	Age Groups		
<b>Day 1</b>					
<b>Session 1</b>					
101	200	Girls Freestyle	9,10,11,12,13,14,15,16&O	HDW	
102	200	Boys Freestyle	9,10,11,12,13,14,15,16&O	HDW	
103	100	Girls Breaststroke	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
104	100	Boys Breaststroke	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
105	200	Girls Medley	9,10,11,12,13,14,15,16&O	HDW	
106	200	Boys Medley	9,10,11,12,13,14,15,16&O	HDW	
<b>Session 2</b>					
201	100	Girls Butterfly	10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
202	100	Boys Butterfly	10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
203	50	Girls Backstroke	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
204	50	Boys Backstroke	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed

205	200	Girls Breaststroke	12,13,14,15,16&O	HDW	
206	200	Boys Breaststroke	12,13,14,15,16&O	HDW	
<b>Session 3 - Finals</b>					
301	Girls 4x50	Girls Free Relays 11&U	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
302	Boys 4x50	Boys Free Relays 11&U	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
103	Girls 100 Breaststroke	12 & Over	12,13,14,15,16&O		
104	Boys 100 Breaststroke	12 & Over	12,13,14,15,16&O		
201	Girls 100 Fly	12 & Over	12,13,14,15,16&O		
202	Boys 100 Fly	12 & Over	12,13,14,15,16&O		
203	Girls 50 Backstroke	12 & Over	12,13,14,15,16&O		
204	Boys 50 Backstroke	12 & Over	12,13,14,15,16&O		
303	Girls 4 x50	Free Relays 12 & Over	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
304	Boys 4 x50	Free Relays 12 & Over	9,10,11,12,13,14,15,16&O		11 & U Multi-age Super Seed
<b>Day 2</b>					
<b>Session 4</b>					
401	Girls 400	IM	12,13,14,15,16&O	HDW	
402	Boys 400	IM	12,13,14,15,16&O	HDW	

403	Girls 100	Backstroke	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
404	Boys 100	Backstroke	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
405	Girls 200	Butterfly	12,13,14,15,16&O	HDW	
406	Boys 200	Butterfly	12,13,14,15,16&O	HDW	
407	Girls 50	Breaststroke	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
407	Boys 50	Breaststroke	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
<b>Session 5</b>					
501	Girls 50	Butterfly	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
502	Boys 50	Butterfly	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
503	Girls 200	Backstroke	12,13,14,15,16&O	HDW	
504	Boys 200	Backstroke	12,13,14,15,16&O	HDW	
505	Girls 100	Freestyle	9,10,11,12,13,14,15, 16 &O		11 & U Multi-age Super Seed
506	Boys 100	Freestyle	9,10,11,12,13,14,15, 16 &O		11 & U Multi-age Super Seed
<b>Session 6 - Finals</b>					
403	Girls 100	Backstroke	9,10,11,12,13,14,15, 16&O		

404	Boys 100	Backstroke	9,10,11,12,13,14,15, 16&O		
407	Girls 50	Breaststroke	9,10,11,12,13,14,15, 16&O		
407	Boys 50	Breaststroke	9,10,11,12,13,14,15, 16&O		
501	Girls 50	Butterfly	9,10,11,12,13,14,15, 16&O		
502	Boys 50	Butterfly	9,10,11,12,13,14,15, 16&O		
505	Girls 100	Freestyle	9,10,11,12,13,14,15, 16 &O		
506	Boys 100	Freestyle	9,10,11,12,13,14,15, 16 &O		
<b>Day 3</b>					
<b>Session 7</b>					
701	Girls 400	Freestyle	12,13,14,15,16&O	HDW	
702	Boys 400	Freestyle	12,13,14,15,16&O	HDW	
703	Girls 50	Freestyle	9,10,11,12,13,14,15, 16&O		11 & U Multi-age Super Seed
704	Boys 50	Freestyle	9,10,11,12,13,14,15, 16&O		
<b>Session 8 - Finals</b>					
801	Grils 4 x 50	Medley Relays (15&O to 9&U)	9,10,11,12,13,14,15, 16&O		
802	Boys 4 x 50	Medley Relays (15&O to 9&U)	9,10,11,12,13,14,15, 16&O		
703	Girls 50	Freestyle	9,10,11,12,13,14,15, 16&O		
704	Boys 50	Freestyle	9,10,11,12,13,14,15,		

			16&O		
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## APPENDIX 3: Health and Safety

### i) Safety and Security Checklist

There is a requirement for hosting schools to risk assess and give as much information to visiting Schools regarding safety issues etc as possible. Whilst all Schools have such information and procedures in place, local requirements make it impossible to have generic protocols. It is fair to say however that certain areas need to be addressed.

Host schools should consider the following and forward as much information as is possible for attending schools.

#### General Country Brief

Foreign Office <a href="http://www.fco.gov.uk">http://www.fco.gov.uk</a> Embassy recommendations	
Local Police Involvement	
Private Security	

#### Disaster procedures

Terrorism	
Earthquake	
Fire	
Natural Disasters/Bad Weather	

#### Airport Procedures

Fast track	
Welcome arrangements	
Hotel transfer (marked buses, escorts)	

#### Hotel

Address	
Telephone/fax numbers	
Website	
Email	
Security (normal and extra measures)	
Room Arrangements (wings/floors/keys/cards)	

#### Identification

Host school members	
Competitors	
Staff	



Supporters	
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### Sports Venues

Name, address, contact numbers, facility description, transport and security arrangements.

Venue 1	
Venue 2	
Venue 3	

### First Aid Arrangements

At the Hotel	
At Sports venues	
Hospitals	

## ii) Example Risk Assessment

Hazard	Risk	Risk Level	Control measure	Additional Action
1. Sports Event	a) Dehydration	High	<ul style="list-style-type: none"> <li>• All carry water bottle</li> <li>• Students to drink at regular intervals</li> <li>• Extra water</li> </ul>	<ul style="list-style-type: none"> <li>• Isotonic drinks</li> <li>• Rehydration salts</li> </ul>
	b) Sunburn	High	<ul style="list-style-type: none"> <li>• Wear hat</li> <li>• Apply / reapply sun cream.</li> <li>• UV sun tops at poolside</li> <li>• Stay in shade when possible</li> <li>• Use umbrellas for shade</li> </ul>	<ul style="list-style-type: none"> <li>• First aid kit</li> </ul>
	c) Damage to feet	Low	<ul style="list-style-type: none"> <li>• No bare feet</li> <li>• Treat blisters early</li> <li>• Wear activity appropriate footwear</li> </ul>	
	d) Injury	High	<ul style="list-style-type: none"> <li>• First aid kit carried</li> <li>• First aid posts at all events</li> <li>• All accompanying staff First A qualified</li> </ul>	<ul style="list-style-type: none"> <li>• Medical insurance</li> </ul>
	e) Exhaustion	Medium	<ul style="list-style-type: none"> <li>• Staff to monitor students</li> <li>• Adapt schedules / teams if required</li> </ul>	
	f) Lightning*	High / medium	<ul style="list-style-type: none"> <li>• Staff to monitor using Lightning meters</li> <li>• Teams made aware of procedures</li> <li>• Adapt schedules as required</li> </ul>	

2. Illness due to food/drink	a) Tummy bugs	Low	<ul style="list-style-type: none"> <li>• All food freshly prepared</li> <li>• Bottled water at all times</li> <li>• Don't drink tap water</li> </ul>	
	b) Not eating (don't like local food etc.)	Low	<ul style="list-style-type: none"> <li>• Staff to monitor</li> <li>• Special diets listed, provided for</li> </ul>	

	c) Poor hygiene	Medium	<ul style="list-style-type: none"> <li>• Wash hands/carry wipes</li> <li>• Regular showers (monitor)</li> <li>• Medical kit</li> </ul>	
	d) Allergies	Medium	<ul style="list-style-type: none"> <li>• Leader carries medical histories, contact numbers; staff in charge to be familiar with special cases</li> <li>• medical kit carried</li> </ul>	<ul style="list-style-type: none"> <li>• Medical insurance plans to operate</li> </ul>
	e) Avian Flu- flu potentially leading to death	Low	<ul style="list-style-type: none"> <li>• No planned travel to areas where intensive poultry is taking place</li> <li>• No handling of domestic poultry to be allowed</li> <li>• No visiting markets in which livestock is sold</li> </ul>	

<b>3. General movement/ transport</b>	a) Road accident	Medium	<ul style="list-style-type: none"> <li>• Staff to be alert to general roadworthiness of transportation and refuse to use vehicles provided if concerned</li> </ul>	
	b) Students missing	High	<ul style="list-style-type: none"> <li>• Students assigned to small groups (c8) with staff in charge</li> <li>• Groups mustered at checkpoints and all stops</li> </ul>	
	c) Loss of passport/tickets	High	<ul style="list-style-type: none"> <li>• Group leaders hold passports, except for immigration procedures</li> <li>• Passport details listed and carried</li> <li>• Passports in hotel safe, when available.</li> </ul>	

<b>4. Shopping at Shopping Mall</b>	a) Crossing busy road	Medium	<ul style="list-style-type: none"> <li>• Explain risks, need for caution</li> <li>• Use crossing and wait for traffic to stop</li> <li>• Keep in groups</li> <li>• Staff always close by</li> </ul>	
	b) Getting lost	Low	<ul style="list-style-type: none"> <li>• All to know name of hotel (and way back) – next door to hotel</li> <li>• Move in small groups, at least 3</li> <li>• Stay in shopping complex – cannot go outside</li> <li>• Meet together (with staff) at regular, fixed intervals</li> </ul>	
	c) Undesirable adults, etc	Low	<ul style="list-style-type: none"> <li>• Limit time given in unsupervised groups</li> </ul>	

		<ul style="list-style-type: none"> <li>• Establish safe waiting/meeting point</li> <li>• Warning reminders do not stop/speak with any strangers</li> <li>• Keep in groups of no fewer than 3 (not larger than 5)</li> <li>• Staff to monitor the shopping mall</li> </ul>	
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<b>5 Security</b>	a) Kidnap	<ul style="list-style-type: none"> <li>• No planned travel to areas where threat is known/advised to be present</li> <li>• Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in ASEAN areas</li> <li>• Seek out discreet areas for group to wait/meet etc... airports, public places, tourist spots</li> <li>• Regular staff checks. All present?</li> <li>• Students never to be alone when not supervised. Groups of 3-5 to be required</li> <li>• Always limit time given in unsupervised groups</li> <li>• Establish safe waiting/meeting point</li> <li>• Warning reminders do not stop/speak with any strangers</li> <li>• Keep in groups of no fewer than 3 (not larger than 5)</li> </ul>	
	b) Physical harm possible death or assault	<ul style="list-style-type: none"> <li>• No planned travel to areas where threat is known/advised to be present</li> <li>• Brief students, prior to travelling, about overt dress, jewellery, electronics etc... likely to attract attention when travelling in Asean areas</li> <li>• Seek out discreet areas for a group to wait/meet etc... airports, public places, tourist spots</li> <li>• Regular staff checks. All present?</li> <li>• Students never to be alone when not supervised. Groups of 3-5 to be required</li> <li>• Always limit time given in unsupervised groups</li> <li>• Establish safe waiting/meeting point</li> <li>• Warning reminders do not stop/speak with any strangers</li> <li>• Keep in groups of no fewer than 3 (not larger than 5)</li> </ul>	
	c) Communication and information	<ul style="list-style-type: none"> <li>• FO advice to be sought and followed prior to departure</li> <li>• Group leader to establish, and maintain, good level of communication with head of school (SMS)</li> <li>• Staff to carry hand phones where possible and to exchange numbers with each other prior to trip</li> </ul>	