

Northern Cape Aquatic Sports Association



Policies & Procedures

Revision May 2017

INTRODUCTION

These Policies & Procedures are an integral part of the Constitution of NCASA. Changes may take place periodically and affiliates will be notified accordingly

TIME TRIALS

Will only be considered under exceptional circumstances, and well as follows:

- On written application by the relevant swimmer's Coach/Manager, stating reasons for request.
- The Referee will decide on the merits of each application.
- A non-refundable fee of R500-00 (five hundred rand) must accompany the application.
- Only at a formal NCASA sanctioned gala.
- Only in an event on the programme of the particular gala.
- Swimmer to swim alone - no other swimmers allowed in trial.
- At the end of a session.

INTER PROVINCIALS

As per By-Laws:

Executive to appoint Selection Committee for each Inter-Provincial gala.

The times on the Data Base for the season starting on the 1st May of the season in question shall be the main criteria for selection.

Other considerations in the selectors' opinion can be used to make selections if such considerations can be substantiated and the majority of selectors agree.

Cut off dates will be established to use for selection for NFS Inter Provincial as well as 4+1 Inter Provincial as per Bye-Laws.

Times swum after the cut off dates **will not be considered**.

The convener of selectors (records officer) will have a casting vote.

All swimmers should be available for selection for the Inter Provincial Galas, and once selected only ill health, injury (only Doctors certificate will be accepted for both) and death will be accepted for withdrawals. Letters from Physiotherapists and Sisters etc. WILL NOT be accepted.

If a swimmer is not available for the Inter Provincial Galas, he /she, or the parents must inform the secretary/coach of the club who in turn must inform the Convener of Selectors of the non-availability of the swimmer at least a week before the cut off dates for selection.

The Inter-provincial team to be strongest team possible.

Relay teams to be made up of swimmers already selected for individual events. No swimmer shall be selected to swim a relay event only

Swimmers selected for a Provincial team will be obliged to purchase an official NC tracksuit and the prescribed NC golf shirt and shorts.

Managers and coaches for provincial teams participate at their own cost. The Executive will endeavour to select a manager and coach from the parents/clubs of the selected swimmers.

Selection Committee to draw up set of rules relating to selection of Provincial team - addressing matters such as number of events (especially for the 10 & under swimmers), swimming in older ages, et

GALAS

Age Group Rules

1. The following events will be swum at the respective Age Group Galas: (Pending ruling on Age groups from SSA)

Age Group 1 (in line with events at NFS Inter Provincial)

All 50's (free, breast, back & fly)
All 100's (free, breast, back & fly)
200 IM

Age Group 2

All 50's (free, breast, back & fly)
100m (Fly, Back)
200's (free, breast)
400 Free

Age Group 3

All 50's (free, breast, back & fly)
100m (Free, Breast)
200 (Fly , Back)
200 IM
400 IM QT-Time ages 14& over.
800 Free (Girls) QT-time
1500 Free (Men)QT-time

Age Group 4

All 50's (free, breast, back & fly)
100m (Fly, Back)
200's (free, breast)
200 IM
400 Free

Age Group 5

All 50's (free, breast, back & fly)
100m (Free, Breast)
200 (Fly , Back)
200 IM
400 IM QT-Time ages 14& over.
800 Free (Girls) QT-time
1500 Free (Men) QT-time

Age Group 6

All 50's (free, breast, back & fly)
All 100's (free, breast, back & fly)
200 IM
Request for events for Qualification purposes only (Levels)

2. The One Start rule will apply.
3. Appeal Board:
 - 3.1 Referee, starter, DQ official and NCASA President or Vice President (if President or Vice is not available the executive will appoint someone).
4. A swimmer must be registered with SSA at least 14 days before the commencement of the gala he/she wants to compete in.
5. No unregistered swimmers are allowed to compete.
6. Registration should be submitted by the swimmer's Club/District to the NCASA Office prior to the NCASA gala closing date and more than 14 days before the NCASA gala in order to comply with the 14 day SSA deadline.
7. Age is determined on the day before of the gala and, in the case of galas running over more than one day, on the day before the gala.
8. Entries must be forwarded on a Team Manager Commlink file to records officer at records@ncapeaquatics.co.za and the Entries must be submitted before closing date.
9. No alterations and additions to entry files are allowed after this time, no late entries will be accommodated on the day of the gala.
10. Swimmers from other provinces are welcome to compete provided clearances are received at the time of entry. Entry fees must accompany entries and be paid into the NCASA bank account and proof of payment faxed or email to the NCASA records Officer at the time of entry.
11. Entries will not be accepted from individuals, only from Clubs, Districts and provinces on a Team Manager entry file, accompanied by a Word file of the entries and a Team Manager Entry Fee Report as detailed in Point 7 above.
12. No late entries will be accepted on the day of the gala. Late entries will only be accepted up to a day after the cut-off date of the gala or as announced, subject to availability of lanes.
13. Withdrawals from long distance events must be notified an hour before start of the gala in order to facilitate consolidation of heats.
14. At least one parent **must** be registered per swimming family.
For Inter Club Competitions, Clubs will be required to provide SSA registered trained officials for EVERY SESSION, according to the number of swimmers entered in the competition:
 - 14.1 1 – 4 swimmers, one Judge per session
 - 14.2 5 – 10 swimmers, one judge and two timekeepers for every session.
 - 14.3 11 - 16 swimmers, a minimum of one official (Starter-Referee), one judge and two timekeepers for every session.
 - 14.4 16 and over swimmers one Starter, two judges and timekeepers as per 14.2.
 - 14.5 The names of the SSA registered officials must accompany the entries, no exceptions .
 - 14.6 All Technical Officials must be correctly attired;
 - 14.6.1 White shirts and Navy Blue Trousers or skirts for finals sessions;
 - 14.6.2 Navy blue shorts for all Heats.
15. Ages and QT Times for the following events will apply:
 - 15.1.1 12 - 14 15 - 18 200 FLY AT **SANJ – YOUTH – SENIORS QT required**
 - 15.1.2 12 - 14 15 - 18 400IM AT **SANJ – YOUTH - SENIORS**
 - 15.1.3 12 - 14 15 - 18 800 FREE –WOMEN AT **SANJ**
 - 15.1.4 12 - 14 15 - 18 1500 FREE – MEN ONLY AT **SANJ**

15.1.5 800 FREE MEN AND WOMAN AT YOUTH AND SENIORS

15.1.6 1500 FREE MEN AND WOMEN AT YOUTH AND SENIORS

16 NCASA Champs/ SPRINTS

NCASA Champs will be a very prestigious gala, and any swimmer should be honoured to participate. The purpose of the gala is to determine the Northern Cape champion in each age group and gender. The NC Champs is a closed gala to offer swimmers from the Northern Cape the opportunity to compete for the top positions in the Province. Every season it will be determined where Champs and Sprints will be hosted.

16.1 NO swimmer may enter without having swum at a SSA recognised gala from the 1st May in the specific event in the current season (enter on a “no time”). The swimmer is only allowed to enter with 2 no times provided that they have times for all other events entered.

16.2 Events according to age:

- 8 & Under 50m Events only
- 9 – 10 50m & 100m Events + 200 IM
- 11 & Under 50m, 100m, 200m Free-Back-Breast Events
- 12 & Over 400m Freestyle (Level 3)
- 12 & Over 400m Freestyle Event (SANJ)
- 12 - 14 15 - 18 200 FLY AT **SANJ – YOUTH – SENIORS QT required (Every season renew)**

Masters Events to be determined by Executive

16.3 Qualifying times are applicable for : 200 Fly. (Every season renew)

16.4 FINA rules will apply.

16.5 Age of swimmer as on the 1st day of gala.

16.6 One start rule will apply.

16.7 Only 2 swimmers of a District or Club may score points.

16.8 Points will be awarded as follows:

Individual:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Points:	14	10	8	7	6	5	4	3	2	1

16.9 Relay Points will be double. Only one relay from each Federation will score points.

16.10 Records: SA Age Group record - 20 bonus points.

16.11 **NO** Late entries will be accepted.

16.12 Only managers of teams may notify organizers of scratching's or address any matters regarding the gala and swimmers.

16.13 Scratching's must be submitted the previous day before the start of the session.

16.14 Failure to report for event - R200,00 fine will be imposed and swimmer will not be allowed to compete in rest of the session if not paid. Swimmer will not be allowed to compete in rest of gala until fine is paid.

16.15 No refunds will be issued in event of scratching's.

16.16 No swimmer will be allowed to enter any event.

16.17 Swimmers may compete only in own age group.

16.18 Swimmers must be registered with NCASA and SSA.

16.19 Medals will be awarded to the first three swimmers in each event and the first three relay teams.

16.20 A Floating Trophy for *Senior Victor and Victrix Ludorum* (ages 14 and older) will be awarded.

16.21 A Floating Trophy for *Junior Victor and Victrix Ludorum* (ages 13 and under) will be awarded.

- 16.22 Only medal points will be used to determine the winners of the abovementioned trophies.
- 16.23 A Floating Trophy for the winning Club will be awarded.
- 16.24 The organizing committee takes no responsibility for any injuries incurred during the gala.
- 16.25 In case of dispute, the decision of the Referee will be final.
- 16.26 Swimmers who have missed a race, will not be allowed to swim with another age group.
- 16.27 The gala will be swum on an Inter-Club basis.
- 16.28 All Heats will be swum as timed finals.
- 16.29 AGE GROUPS for other individual events will be 8&U, 9/10, 11/12, 13/14, 15/16, 17/18, 19/30 and 31&O.
- 16.30 Relays will be from the age 9/10, 11/12, 13/14, 15/16, 17/18, 19/30 and 31&O.
- 16.31 The ladder relays will combine both female and male, and have one swimmer in each age group per Club or Districk.
- 16.32 RELAYS: Swimmers can swim in THEIR OWN AGE GROUP.
- 16.33 All entries to be sent to the Provincial Records Officer via Commlink file.
- 16.34 UNDER NO CIRCUMSTANCES WILL TELEPHONE OR FAX ENTRIES BE ACCEPTED.
- 16.35 All Federations shall appoint a TEAM MANAGER and OFFICIALS with their entries. Team Managers are the only persons who will be allowed in the recording area. NO PARENT OR SWIMMER WILL BE ALLOWED THERE UNLESS BEEN CALLED BY AN NCASA OFFICIAL.
- 16.36 Names of officials to be submitted with entries in accordance to the following SSA determination:

These Policies and Procedures was approved by the NCASA Meeting held on the of 27 May 2017, in Kimberley, Northern Cape and duly signed.

President 

Treasurer..... 