



ROYAL LIFE SAVING
AUSTRALIA

SPORT and COMPETITION HANDBOOK

2023 EDITION

Version 0.1

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ABOUT ROYAL LIFE SAVING

Royal Life Saving is focused on reducing drowning and promoting healthy, active and skilled communities through innovative, reliable, evidence-based advocacy; strong and effective partnerships; quality programs, products and services; underpinned by a cohesive and sustainable national organisation.

Royal Life Saving is a public benevolent institution (PBI) dedicated to reducing drowning and turning everyday people into everyday community lifesavers. We achieve this through advocacy, education, training, health promotion, aquatic risk management, community development, research, sport, leadership and participation and international networks.

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Royal Life Saving Society – Australia

The drowning prevention research of the Royal Life Saving Society – Australia is proudly supported by the Australian Government.



Australian Government

royallifesaving.com.au

RLSSA ACCEPTANCE AND RELEASE NOTICE

This handbook is a managed document. For identification of amendments, each section or document contains an issue date, number and a page number. Changes will only be issued as a complete replacement document.

ACKNOWLEDGEMENTS

Royal Life Saving Society – Australia thanks the many individuals who helped in the development and review of the RLSSA Sport and Competition Handbook. In particular the RLSSA acknowledges the following individuals for their contribution to the **June 2023** Edition of this Handbook:

- Geoff Grey (2021-22) RLSSA National Sport Adviser.
- Rozlynn Grey, APLSC Chief Referee 2008 – 2017, Handbook Review Panel
- Joanne Teagle, APLSC Chief Referee 2018-2023, Handbook Review Panel
- Vaughan Jones, Handbook Review Panel
- **Brione Rundle, APLSC SERC-O 2020 – 2023 and SA Board** Member, Handbook Review Panel
- Mary Collins (Veal), APLSC CPR Co-ordinator 2018 - 2023 (VIC)
- RLSSA Senior Officials: Anni Gardiner (VIC), Jeannie Baxter-Reid (Coaching Rep), **Eric Smith (WA)**
- **Brooke Cherfils, National Manager – Lifesaving Development**
- **Marty Moran, National Manager – Industry Safety**

REVIEW OF RLSSA SPORT AND COMPETITION HANDBOOK

A review of the RLSSA Sport and Competition Handbook (the Handbook) and event rules must be conducted by a Review Panel appointed by the National Sport Committee after the publication of an updated International Life Saving Federation (ILS) Competition Rulebook or the release of any ILS bulletins. For up-to date ILS sport information; <https://www.ilsf.org/lifesaving-sport>

A Handbook review should also be undertaken after each Australian Pool Life Saving Championships which shall incorporate decisions from the NSC/CEO and approved recommendations made by Key Officials through their reports as well as suggestions made by other interested members.

Changes to The Competition Handbook and up-date Bulletins should be published by the RLSSA National Office at least 6 months prior to the commencement of APLSC where practicable.

DISCLAIMER

The event rules in this Handbook align with the current **2023** ILS Competition Rule Book as amended from time to time. If there are any discrepancies in this Handbook and the current edition of the ILS Competition Handbook the latter will prevail.

Changes have been highlighted in yellow. Most ILS event rule updates are located in [Sections 4 and 8](#). There have also been major additions on sport statements, general Safety expectations and the inclusion of athlete with disabilities as well as weblinks updated. Minor text corrections such as grammar or spelling have been made but are not highlighted.

INTRODUCTION

The aim of this Handbook, The RLSSA Sport and Competition Handbook (the Handbook), is to provide a framework for the conduct of RLSSA Australian Pool Life Saving Championships (APLSC) setting out details of the competition, its events and associated organisation. States, clubs and other affiliated organisations may also use this Handbook as the guiding document when conducting Pool Life Saving competitions within their jurisdictions. These organisations may modify events to suit their local needs noting that in order to claim records the meet and events must be run in accordance with the event rules and conditions set out in The Handbook.

The Handbook is composed of three (3) parts and associated appendices:

PART 1 - Introduction

PART 2 - Sections 1, 2 and 3 - The APLSC Operational Manual

PART 3 - Sections 4 to 9 – General RLSSA Event Procedures and Rules (Handbook Rules)

Each section within the 3 parts can be applied individually or concurrently with other sections.

Intro A RLSSA SPORT

Royal Life Saving Society Australia (RLSSA) is a national peak body, with a key focus on community safety, promoting appropriate risk management, first aid training, reducing drowning and promoting safe aquatic participation.

RLSSA encourages participation in The Sport of Pool Life Saving, in any capacity, as a vehicle for ongoing skill and leadership development as well as promoting drowning prevention within the general community. RLSSA also champions the sport as a vehicle to increase health, fitness and well-being.

The sport is overseen by the National Sport Advisor and the National Sport Committee under the direction of the RLSSA Board of Directors. Full details of their terms of Reference and the scope of their responsibility can be found in [Appendix B](#).

INTRO A.1 VALUES

The conduct of all RLSSA sporting activities, including the APLSC and the decisions of the National Sports Committee, should be consistent and guided by the following RLSSA's values:

- Safety
- Honesty and integrity
- Diversity
- Professionalism,
- Teamwork
- Respect

These values underpin the Code of Ethics in [Appendix A](#) and are referenced throughout this Handbook.

Intro A.2 AIMS

The aims of the Sport of Pool Life Saving include the following:

- Allow members to use and improve Life Saving skills in a competitive environment.
- Promote opportunities for members to share Life Saving techniques, skills and understandings.
- Increase awareness in the wider community of RLSSA and Pool Life Saving.
- Use sport as a means to promote and increase participation in water safety and drowning prevention.
- Demonstrate RLSSA proven ability as a leader in water safety, Life Saving, Cardio-Pulmonary Resuscitation (CPR) instruction and drowning prevention.
- Ensure the welfare and safety of the participants while maximizing opportunities for their personal challenge and enjoyment.

Intro A.3 CODE OF ETHICS

RLSSA expects the highest standard of conduct from its competitors, officials and members. It is important that competition be conducted in the spirit of goodwill and sportsmanship where participants abide by, and compete within, the rules.

These expectations are reflected in this Handbook and RLSSA Policies.

In summary RLSSA will:

- Promote and encourage the spirit of goodwill and sportsmanship in Pool Life Saving sport.
- Ensure that its rules are fair and clear for competitors, coaches, officials, and administrators.
- Make every effort to ensure that rules are applied consistently and impartially.
- Treat all members equally regardless of gender, race, or physical characteristics.

For the RLSSA and ILS Code of Ethics please refer to [Appendix A](#)

Intro A.4 SPORTS INCLUSION

RLSSA is an inclusive organisation and realises that sport inclusion encompasses many different options in different settings. RLSSA sporting opportunities should be available to all people, regardless of their cultural background, their level of ability, their gender, religion or sexuality. In an effort to ensure that Australia's diversity is reflected in RLSSA sport RLSSA will endeavour to set realistic and consistent goals and objectives to achieve inclusion so that all participants:

- Will feel welcome, safe and valued by RLSSA.
- Can participate in the role and at the level of their choice in RLSSA sports.

RLSSA abides by the ILS Inclusion Policy located at: <https://www.ilsf.org/wp-content/uploads/2022/11/POL-22-2022-Equity-Diversity-and-Inclusion.pdf>

Details on the RLSSA Guidelines on athletes with disabilities participating in APLSC or Pool Life Saving competition in general refer to [Introduction Item D](#) below.

Intro B RLSSA NATIONAL SPORTS DIRECTION

The National Sports Advisor (NSA) and/or the National Sports Committee (NSC) have the authority to make decisions pertaining to operational matters. Strategic decision-making requirements are provided to the RLSSA CEO and/or the National Board by the NSC and NSA with recommendations for consideration.

Intro B.1 NATIONAL SPORTS ADVISOR (NSA)

The National Sports Advisor (NSA) is responsible to the National Board in a strategic sense and to the Chief Executive Officer from the functional perspective. For full details of the position refer [Appendix B](#).

The NSA is appointed by the RLSSA National Board of Directors and chairs the National Sport Committee overseeing its function.

The NSA provides leadership, direction and guidance for RLSSA Sport and works closely with the National Sport Committee and the national staff members responsible for the delivery sport. to ensure the effective operation and strategic direction of the sport of Pool Life Saving. The NSA's main duties include:

- Ensuring effective communication between National Office and STMO's in relation to RLSSA Sport.
- Representing RLSSA as the Society spokesperson at official functions, launches, media briefings and other public engagements that are specific to RLSSA Sport as required.
- In conjunction with the NSC, overseeing the development and monitoring of partnerships for the purpose of furthering Pool Life Saving Sport in Australia including but not limited to the Australian Life Saving Team.
- Assisting the national staff member responsible for sport in operational planning and achievement of goals (operational and financial).

Intro B.2 NATIONAL SPORTS COMMITTEE (NSC)

The NSC is responsible for the strategic planning, operational direction and advocacy of RLSSA Pool Life Saving Sport in Australia. For full details of the NSC Terms of Reference and responsibilities refer [Appendix B](#).

The NSC consists of a representative from each State and Territory appointed by their STMO plus three (3) sport representatives. These are a coaches' representative, an officials' representative and an athletes' representative who nominate for the positions and are appointed by a selection panel chaired by the NSA.

The National Sport Advisor, each State and Territory representative and the 3 sport representatives on the NSC have voting rights.

The NSA may invite the APLSC Chief Referee to be an ex-officio member with no voting rights at an NSC meeting where the agenda items relate to the conduct of the APLSC.

The NSC provides:

- A National sporting framework and development pathways to assist STMOS's in increasing Pool Life Saving Sport participation for grassroots to elite across Australia (including regional and remote locations).
- Advice and advocacy to all States and Territories in matters pertaining to Pool Life Saving Sport.
- Pathways to athletes, coaches and officials by the provision of professional development and representative opportunities

To achieve these aims the NSC main roles are to:

- Conduct the Australian Pool Life Saving Championships (APLSC) and other National Pool Life Saving Competitions to world's best standards.
- Develop strategies to enhance Life Saving as a sport in Australia at a grass roots level as a way to support the teaching of RLSSA water safety and Life Saving in the wider community.
- Annually review key policies and procedures related to sport.
- Consider and act upon any recommendations made by key APLSC officials as part of their official reports.
- Provide representative and elite coaching opportunities to RLSSA athletes.
- Provide training, accreditation and representative opportunities to RLSSA coaches and officials.
- Ensure RLSSA members involved in sport are kept informed of ILS and RLSS Commonwealth opportunities and developments.
- Ensure that RLSSA contributes to RLSS Commonwealth and ILS Life Saving Sport.

Under the direction of the NSC, Sub Committees may be formed to perform policy and/or procedural requirements and/or to assist the National Staff Officer responsible for the delivery sport.

Membership of Sub Committees may include RLSSA members with specific knowledge, skills, attributes and experience to perform the roles and functions required.

Sub Committees include and are not limited to:

- National Selection Panel
- National Appeals Panel
- National Coaching Advisory Panel
- National Officials Advisory Panel
- Event Management Committees
- Handbook Review Committee

Intro C AUSTRALIAN POOL LIFE SAVING RECORDS

RLSSA recognises Championship Records for individual and relay speed events, maintaining separate male and female records for each event in each competition age category conducted at APLSC including U14 events. A full list of the current RLSSA National and APLSC records can be found on the RLSSA website. <https://www.royallifesaving.com.au/educate-participate/sport>

No records are maintained for Simulated Emergency Response Competition (SERC) and (CPR). Full details of RLSSA record requirements are outlined in [Appendix H](#).

RLSSA National Records can only be achieved and claimed by RLSSA members. National Records achieved outside of APLSC can only be claimed if endorsed by either an approved representative of their STMO or, if achieved at an International Competition as a member of an Australian/club team, by that Team's Manager. All claims must be accompanied by a copy of the Competition results signed by the Chief Referee or Chief Recorder.

RLSSA maintains two classes of records:

- National Records may be set at national, interstate or branch meets provided the meet and events are conducted in full compliance with all event, officiating and timing requirements set out in this Handbook, refer [Appendix G](#). They may also be achieved at an international event conducted by ILS or at a sanctioned ILS event.
- Championship Records may only be set at an APLSC.

Intro C1 WORLD and COMMONWEALTH POOL LIFE SAVING RECORDS

ILS World Records and RLSS Commonwealth Records may also be set at any RLSSA competition providing the event was sanctioned by ILS. Application for these records should be through the RLSSA National Office.

Records are only recognised where the events and meet are conducted in accordance with the requirements and specifications set out in the **ILS Competition Manual Section 2 no 5**. For Commonwealth Records refer to **Commonwealth Championship Handbook Section 1 – Rule 1.9.3**.

ILS World recognises Youth, Open and Masters as both men's and women's individual world records in all pool events identified in the ILS Competition Handbook. This includes the 200m Obstacle event for Masters over 55 years of age. It does not include the 100m obstacle event for Youth, Open and Master competitors under the age of 54 years. Team/relay event world records are only recognised for Open and Youth age categories and to claim a world record must meet the team eligibility requirements defined for ILS Life Saving World Championships

Note: ILS does not recognise Masters' World records in team events.

Intro C.2 GENERAL RECORD CONDITIONS

Records may be established in a sanctioned competition regardless of the category in which they are competing at the time. (i.e., a youth or Master may establish an Open record in an Open competition) However a Master may only claim a Masters' record for their designated masters age group.

Records are only recognised where the events and meet are conducted in accordance with the requirements and specifications set out in the ILS Competition Manual and the RLSSA record requirements detailed in [Appendix H](#).

APLSC and RLSSA National Records permit times recorded by either Automatic Operating Equipment (AOE) or manual timing methods.

ILS World and Commonwealth records are only recognised where times have been recorded by AOE, and the official result has been **notarised** by the Chief Referee.

All records will be recorded in increments of 1/100th of a second and smaller increments shall be disregarded. AOE touch pads, semi-automatic timing, button timers and manual stopwatches are acceptable timing methods.

Ties equal to 1/100th of a second are equal and will be deemed joint records.

RLSSA records set at APLSC, both Championship and National, shall be automatically ratified by RLSSA using the official results. There is no requirement to submit a claim.

At APLSC if there is an intention to claim a World Record the NSA or Championship Organiser must be advised at the earliest practicable time so that the required drug test can be arranged to be undertaken by the Australian Sports Anti-Doping Authority (ASADA). This is a mandatory requirement of ILS noting the drug test requirement does NOT apply to Masters' age category records.

National records not achieved at APLSC require a written submission to the RLSSA National Office.

ILS World and Commonwealth Records are subject to the competitor/s (or their representative) making a written submission to the overseeing body on their specified form through the RLSSA National Office. Copies of RLSSA and ILS claim forms can be found at **Appendices G** and **H** of this Handbook.

The World Record Application can also be downloaded <https://www.ilsf.org/lifesaving-sport/results/>

Up-to date Records; Commonwealth: <https://www.rlsscommonwealth.org/lifesaving-sport>

World Records: <https://records.dlrg.de/>

Intro D COMPETITORS WITH A DISABILITY

Intro D.1 RLSSA Disability Guidelines

As an inclusive organisation RLSSA looks to provide opportunities for all eligible competitors. Where possible accommodations will be made for an athlete with a permanent limiting disability to participate in a standard event/competition.

RLSSA provides modified events and techniques for junior athletes which may be adapted for senior athletes with a disability.

RLSSA does not provide specific Multi-Class (MC) events for athletes with a disability but, when required, RLSSA or individual STMOs may establish rules for specialised or modified events for competitors with a permanent limiting disability which could be run as Multi-Class (MC) events.

Note: Multi-Class (MC) events are standard events with modifications to the rules and regulations to suit disability athletes.

Intro D.2 Entry to APLSC

A disability consideration application to enter standard APLSC events should be made to the National Office no later than 2 months prior to the entry closing date.

Upon receipt of a request for disability consideration the application shall be referred to the National Sports Adviser who, in consultation with the Chief Referee and RLSSA Manager of Life Saving Inclusion will make a decision. The application should include the allowance or exception being requested. An allowance will only be made if there is no disadvantage to other competitors in the event. This allowance may include, but is not limited to, starts, finishes equipment modification, rules etc. Noting that there are already a number of allowances inherent in the rules to allow for various athlete personal traits. The decision shall be final and is not subject to protest.

Note 1: This section is intended to assist competitors with a permanent limiting disability to compete in RLSSA competitions and is not to assist athletes wishing to enter a competition with an injury from which they are still recovering. This is covered under [Rule 1.16](#).

Intro D.3 General Participation Requirements for any RLSSA Competition.

In order to compete in standard Life Saving events, especially at APLSC, athletes should request an exception or allowance to modify a technique in a standard event and must have an eligible Swimming Australia (SA) classification.

Note: No formal classification is required where a change to a standard event in no way alters the actual event rules but where a minor allowance is requested to allow for a disability such as a touch start to accommodate a hearing impairment. This allowance is provided for in the SERC rules where competitors may request to wear prescription glasses and in CPR events where the manikin may be repositioned to accommodate mobility issues.

RLSSA will follow the Swimming Australia Guidelines for Disability swimming and Multi-Class events.

As RLSSA does not allocate disability classifications for Pool Life Saving events it instead recognises those allocated by Swimming Australia (SA) and their standard exception codes. As all pool Life Saving events allow for a variety of strokes with no specific stroke restrictions only the SA classifications for F/s and Bk/s are relevant when requesting an exception and B/fly, Br/s and Medley classifications are deemed to be unnecessary.

Refer to D.4 below for more information about MC classification by Swimming Australia.

Intro D.4 Multi-Class Disability Swimming.

The Australian National Sports Classification System is to ensure fair and meaningful competition at all levels. Its purpose is to minimise the impact of eligible impairment types on the outcome of competition so that athletes who succeed in competition are those who have enhanced their impairment to best effect.

Multi Class (MC) swimming is a form of competition designed specifically for swimmers with disability. MC events see swimmers with a range of disabilities, from multiple classifications competing in the same race.

The key first step in classification determines if an athlete has an eligible physical or intellectual impairment.

The swimming classification system caters for a range of disabilities where each class has a minimum eligibility requirements and swimmers must undergo specific athlete evaluation or eligibility process to obtain a classification. An athlete's medical condition, physical attributes and functional ability are considered so that athletes of similar ability, or function, are placed into specific groups according to the impact their impairment will have on their performance when competing.

Based on their classification some athletes are entitled to receive exceptions to the swimming rules and other considerations in order to compete fairly and this allows for meaningful competition for all swimmers. These exceptions are determined during the classification process and prevent classified swimmers from being disqualified during MC competition.

Once classified, an athlete with a disability is eligible to compete in Multi-race events according to their classification which determines the level of competition.

For more Classification information visit the [Swimming Australia website](#):

SECTION 1

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS

GENERAL RULES AND PROCEDURES

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1.1 DEFINITIONS

1.1.1 DEFINITIONS AND ABBREVIATIONS

For the purposes of this RLSSA Sport and Competition Handbook the following definitions and abbreviations apply:

| | |
|-------------------------------|--|
| AOE | Automatic Operating Equipment |
| APLSC | Australian Pool Life Saving Championships |
| APLSCOC | Australian Pool Life Saving Championships Organising Committee |
| ASADA | Australian Sports Anti-Doping Authority |
| CPR | Cardio-Pulmonary Resuscitation |
| CO | Championship Organiser |
| DNF | Did Not Finish |
| DNS | Did Not Start |
| DQ | Disqualified |
| MM | Meet Manager |
| NSA | National Sports Advisor |
| NSC | National Sports Committee |
| ILS | International Life Saving Federation |
| RLS | Royal Life Saving – The Generic term that refers to RLSSA, RLSSC, STMO’s and all their associated members. |
| RLSSA | Royal Life Saving Society Australia |
| RLSSC | Royal Life Saving Society Commonwealth |
| SERC | Simulated Emergency Response Competition |
| WADA | World Anti-Doping Agency |
| CLUB | The basic administrative or Life Saving unit within a state or territory whose activities are enabled by a constitution, and which has affiliation, representation directly (or through a sub-branch or regional office) to their respective STMO. |
| THE HANDBOOK | The RLSSA Sport and Competition Handbook |
| RLSSA members | Those people endorsed by their STMO as being involved in the activities of their organisation by either, accreditation, capitation, affiliation or paid membership. |
| STATES AND TERRITORIES | (as well as associated regions) Are as identified in the Australian Constitution and are represented within the Commonwealth Parliament of Australia. |

STMO A State or Territory Member Organisation, (also known as Branches for some States). They are the RLSSA state/territory body responsible for the administration/management of Life Saving within an Australian state or territory. An STMO shall be affiliated with, registered to, or otherwise recognised as part of the Royal Life Saving Australia National Organisation.

1.2 INTRODUCTION

The RLSSA Australian Pool Life Saving Championships (APLSC) is the National Championships for RLSSA interstate teams, clubs and individual members.

This section provides information to APLSC participants to assist with their understanding of APLSC, especially its entry and participation requirements. It also provides information on Championship's components, and relevant organisation that will assist participants in their attendance at the event.

1.3 AIMS and VALUES

RLSSA main aim for APLSC is to encourage and increase participation in Pool Life Saving sport and develop the skills to save a life.

The conduct of the APLSC will be consistent with RLSSA's values and participants should be aware of these values and RLSSA's aims for supporting the Sport of Pool Life Saving in general. These values and aims can be found in the Introduction to this Handbook or Refer [Rule 2.3](#).

The RLSSA values underpin the Code of Ethics in [Appendix A](#) and are referenced throughout this Handbook.

1.4 TIMING OF CHAMPIONSHIPS

The APLSC are held annually, over three consecutive days in January. The National Office confirms the date and venue, after consultation with the National Sports Adviser, (NSA), the CEO, the National Sports Committee (NSC) and host STMO. Where possible notification should occur fourteen months prior to the event.

Provided that at least 14 months advance notice is given to the NSC an STMO may request to host APLSC with a date variation from January or venue that does not meet event requirements. The NSC will consider any such request on its merits and may agree to vary the date and/or venue.

In extenuating circumstances, the NSC, in consultation with the RLSSA CEO, may agree to the following:

- Shorter notice time for confirmation of a venue and date for the APLSC,
- A change of venue or date for an already confirmed APLSC.
- A change to the already publicised APLSC Program of events or sessions.

1.5 CHAMPIONSHIPS PROGRAM

The following table lists the current approved APLSC program both its activities and event order. Any additional events will be included in the next APLSC. From time to time this program may be varied by the Championship Organiser, in consultation with the NSC. NSC approval should be sought at least 9 months prior to the Championship date.

Program

One day prior to the start of the Championship event program is an organisation day and the following activities should take place:

- Organisation Meetings; management and venue safety inspections
- Key Officials – final confirmation of officials’ allocations and competition areas
- Equipment Coordination – Equipment unpacked and checked. Measurements for competition event requirements overseen by the Equipment Coordinator.
- Championship and administration coordination – Prepare registration, administration and recording areas overseen by Championship Organiser.
- Participant registration
- Briefings - Coaches/Managers’ Briefing followed by Officials’ Briefing

Note: For administrative purposes the Coaches/Managers meeting is defined as the first event of the APLSC and as such is the Championship start.

| Australian Pool Life Saving Championships | | | |
|--|--|---|--|
| | Day One | Day Two | Day Three |
| AM Briefings activities | Officials Briefing CPR Officials briefing Warm Up | Officials Briefing Warm Up | Officials Briefing Warm Up |
| Event order Session 1 | U19 200m Obstacles U19 CPR - <u>concurrent with speed events</u> U16 & Open 200m Obstacles U14 100m Obstacles | 100m Manikin Carry 4 x 25 m Manikin Relay Open 100m Rescue Medley Open Lifesaver Relay | 50m Manikin Carry Super Lifesaver 4 x 50 m Medley Relay 8 x 50m Fin Relay |
| Event order Session 2 | Masters 100m Obstacles 4 x 50m Obstacle Relay U14 50m Manikin Tow 12.5m Line Throw U14 10m Line Throw U14 100m Manikin Carry 100m Manikin Tow U14 50m Manikin Carry | CPR and SERC Security Opens U16 and Open CPR NOTE: CPR and SERC are run concurrently U19 SERC Teams U16 SERC Teams Open SERC Teams | |
| PM activities | SERC Officials Briefing | | Competition Feedback |
| Functions | Welcome and Under 14 Presentation | Officials’ Thank You | Presentation Function |

1.6 RIGHT TO PARTICIPATE

More detailed information on team/individual entry procedures can be found below in [Rule 1.11](#)

1.6.1 Participation by RLSSA members

The RLSSA Championships are open to both individuals and teams who are RLSSA athletes and who are endorsed as a member of their home STMO as well as meeting the specific qualification requirements of the Championships.

Each STMO is responsible for determining, through endorsement, who is qualified to represent their STMO as a member in their Interstate/Development team or as either an individual, or as a member of an endorsed club, organisation.

Teams may be formed by either States representing an STMO or STMO clubs, or other organisations recognised as RLSSA entities subject to the requirements of [Rule 1.14](#).

RLSSA considers it unethical to recruit athletes for their high-performance athletic ability but whose Life Saving credentials are tenuous or manufactured for competition purposes. Team management personnel and coaches are the key to preventing such unethical practices and must emphasise “play within the Rules” behaviour.

1.6.2 Participation by Non- RLSSA members

RLSSA is an inclusive organisation which reserves the right to invite, or allow entry to, like-minded individuals and organisations to participate who have an association with the RLSSA. In particular RLSSA may invite international athletes who are members of, or are otherwise affiliated with, a member nation of ILS or RLSSC Federations to compete in the APLSC. Likewise international athletes may also make a request to RLSSA for permission to compete at APLSC.

Such participation is at the absolute discretion of RLSSA and as a minimum, is contingent on participants meeting the eligibility requirements set out in this handbook including the requisite RLSSA award or an award deemed as equivalent from another Life Saving organisation. (**Refer [1.9.2](#)**)

To participate non-RLSSA clubs and/or competitors are not required to hold any affiliations or endorsements from an STMO but will be required to have some form of endorsement and other authority from their organisation. They shall compete as visitors or exhibition teams ([Rule 1.14.7](#)) and they are not eligible for any overall team or individual point score championships but may, at the discretion of the NSC be eligible for medals in APLSC events. Their entry may be subject to restrictions imposed by NSC or the RLSSA Board so as to not disadvantage RLSSA members.

Any reciprocal arrangements with Surf Life Saving Australia for their members to compete in RLSSA events and vice versa shall take precedence over the entry requirements outlined in [Rule 1.14.7](#).

1.7 ENDORSEMENT

There is a requirement that STMO's endorse all APLSC participants including, but not limited to, officials, team management, teams and individual competitors. Each STMO may only endorse and enter one team, known as an Interstate Team, to represent each state/territory within their administrative area.

STMO endorsement is written confirmation that a person is a bona fide member, in good standing and currently qualified to undertake the duties or role they are nominated for. Additionally, the following may apply to STMO endorsements:

- Competitors' endorsement also confirms that they meet the competition eligibility and qualifying requirements, including the required RLSSA award stipulated for APLSC entry. Endorsement of Interstate and development team competitors will also confirm that they meet the residential requirements. If requested proof of residency or education enrolment may be required to accompany an endorsement.
- Managers' and officials' endorsement may also require confirmation of a relevant Working with Children Accreditation.
- Officials' endorsement will also confirm that they are accredited and capable of undertaking the positions for which they have applied or been appointed.
- Club endorsement for entry as an RLSSA club team is a declaration that:
 - the club meets the requirements of the definition of a RLSSA club (refer to definition at beginning of this section)
 - The team membership is solely made up from the one club or unit and is not a composite of multiple clubs or units.

Endorsement or authority to compete for non-RLSSA clubs and/or competitors will be decided by either the NSC, NSA or CEO. Organisations and individuals should approach the RLSSA National Branch to confirm the requirements for their particular entry.

1.8 ELIGIBILITY

1.8.1 ELIGIBILITY TO COMPETE

All RLSSA competitors entering any competition shall:

- Be a citizen or resident of an eligible Australian State or Territory.
- Be bona fide members in good standing with an RLSSA STMO and hold an RLSSA Award or equivalent. ([Refer Rule 1.9.2](#))
- Be currently active in their STMO activities. These may include, but are not limited to, Life Saving competitions, Life Saving duties or water safety activities such as , instructing, examining, or administration. These activities may be either on a paid or voluntary basis.
- Has been a member of their STMO for at least 90 days prior to the advertised APLSC closing date for entries.

In addition, to be eligible to compete in an Interstate team or State Development Team, competitors shall be residents of the state or territory they are representing (**refer [Rule 1.10](#)**) except for the exceptions outlined in [Rule 1.10.2](#)

The Inter-club Team Championship and individual age championships are open to all teams, clubs and competitors endorsed by their STMO as outlined in [Rule 1.7](#).

1.9 QUALIFYING

1.9.1 AGE

A Competitor's age shall be taken as at the first (1st) of January in the year the Championships are held. The minimum age for APLSC entry is 12 years of age. Therefore, competitors who are 11 years of age on the first of January are not permitted to compete in the Under 16 age group but may compete in any under 14 events.

1.9.2 AWARDS

All competitors must, at the closing date for entries, be holders of the minimum prerequisite award relevant to the age division/s they are competing in:

| | |
|-------------------------|--|
| Under 16 | Current RLSSA Bronze Star or equivalent |
| All other age divisions | Current RLSSA Bronze Medallion or equivalent |

Under 16 competitors wishing to compete in Under 19 and/or Open events, including relays and SERC teams, must hold a current RLSSA Bronze Medallion or equivalent. The only exception is the Open Fin Relay.

Competitors that are found not to have the appropriate award/s will not be permitted to compete or will be disqualified and all medals returned on request.

Note 1: All interstate team members are required to hold on RLSSA award.

Note 2: Equivalent awards include:

- RLSSA Bronze Medallion – SLSA Bronze Medallion
- Bronze Star – Surf Rescue Certificate or designated SLSA award applicable to the competitor's age

1.9.3 QUALIFYING TIMES

If qualifying times are set, they will be advertised to branches and team managers at least 6 months in advance of the Championships.

1.9.4 ANTI-DOPING AUTHORITY COMPLIANCE

This section references the World Anti-Doping Authority (WADA) 2021 Code.

Compliance with the code is mandatory for all participants of RLSSA sport, including visitor athletes. It applies to all participating athletes whether adult or minor (a person under the age of 18). The definition of all extends beyond elite international athletes and support personnel (e.g., coaches) to recreational athletes and includes officials.

The International Life Saving Federation (ILS) is a signatory to the WADA Code and all its member organisations, including RLSSA and all Branches are required to adopt and implement the CODE as a condition of participation in RLSSA sport. In Australia the Code is implemented and administered by the Australian Sports Anti-Doping Authority (ASADA).

The code aims to protect the health of athletes and the integrity of sport. It provides the framework for all anti-doping policies, including the rules and regulations, within sporting organisations and among public authorities. Its purpose is to harmonise anti-doping policies and provide a level playing field for all athletes wherever they may be competing, and it is the fundamental and universal document upon which the World Anti-Doping Program is based.

A violation of the RLSSA and ILS Anti-doping Rules leads to disqualification of an athlete's individual results including forfeiture of points, medals and prizes in individual events. In a team event, if a member of a team violates the ILS/RLSSA Anti-Doping Rules, the entire team shall be disqualified from that event with the attendant loss of points, medals and prize.

Personal compliance: Australian Life Saving Team (ALT) and High-performance squad athletes must take personal responsibility for the obligations required for the purposes of out-of-competition testing. It is a condition of APLSC participation that these squad members and supporting personnel are registered with ASADA prior to the first day of the APLSC.

Any athlete subject to any current ASADA suspension is not permitted to compete in APLSC while the suspension is in place.

Up-to-date ILS Anti-Doping information <https://www.ilsf.org/lifesaving-sport/rules/anti-doping/>

1.10 RESIDENCY

Competitors in an Interstate team or a State Development team are required to meet the following residency requirement unless they are a drafted team member. (Refer [Rule 1.15](#) and [Appendix E](#))

An athlete who is eligible to claim residency of more than one state or territory must choose which one to represent.

To be eligible to compete for an Interstate/Development team an athlete must either:

- meet the residency criteria for the team's state/territory outlined below, or
- apply for and have received a residency exemption under the rules outlined below. ([See 1.10.2 below](#))

As athletes are only permitted to represent one interstate/development team they should gain any required exemptions before submitting an application for that team.

Should an exemption be granted to an athlete, they shall then fall under the exclusive jurisdiction of that team's STMO.

Proof of residency or educational enrolment may be required at the time of entry into APLSC or should from accompany a request for residency determination.

1.10.1 RESIDENCY CRITERIA

The following criteria applies to an athlete's eligibility to represent a State/Territory in their Interstate or Development team:

- has been a resident of a state/territory for the period of 4 months immediately prior to closing date for entries, or
- has been a resident of a state/territory for a combined period of 6 months in the previous 12 months prior to closing date for entries, or
- Is a full-time student who attends an educational establishment in a State/Territory that is other than that State/Territory of their home residential address These athletes may select which of the two State/Territory Branches they wish to represent. Evidence of enrolment is to be submitted with the entry form if not the same as their home residence.

Athletes who meet the residency criteria for more than one state or territory must choose which one to represent in Interstate/STMO Teams.

Athletes who do not meet any of the residency criteria must apply in writing to the National Sport Committee at least 3 months prior to the close of entry. The NSC shall determine their residential status with the NSA having a casting vote where necessary and this decision will be final.

1.10.2 RESIDENCY EXEMPTION CRITERIA

Athletes may also apply for an exemption from the residency criteria due to extenuating circumstances. They must apply in writing to the National Sport Committee at least 3 months prior to the close of entry. The NSC shall determine their residential status.

Should an exemption be granted the exemption will remain in place until the athletes' circumstances change so long as the representation or commitment of the athlete for that State/territory remains continuous, or they have not applied to represent another State/Territory.

The following may form the basis for a request for an exemption, but each request will be dealt with on its own merits:

- The athlete's main Royal Life Saving activities are associated with the requested States/Territory's STMO.
- The athlete has previously been a bona fide representative of that Interstate Team and wishes to continue the association due to 'state of origin' representation.
- The athlete's residency in the State/Territory does not meet the residency criteria due to work commitments but their main home residence is located in that State/Territory.

1.11 ENTRY

This section is to be read in conjunction with [Rule 2.5.4 and 2.5.5](#).

1.11.1 ENTRY REQUIREMENTS

Up to 6 months prior to the APLSC there will be a call for entries with a specific closing date which shall be no later than 1 calendar month prior to the APLSC start. To assist with organisation there may also be a 'Teams Intention to Compete' request which will have an earlier closing date.

Non-RLSSA clubs and/or competitors should make a request to participate at least 3 months before any APLSC closing date.

By the advertised closing date managers of teams or individual competitors must have provided full details of their competitors as outlined below using the required registration and entry procedures. **(Refer 1.11.4)**

1.11.2 ENTRY FEES

The National Office will determine the entry or registration fees for each participant, and these will be advertised when the entry information is circulated. The payment of these fees is a precondition to an entry or registration being accepted and should be paid to the National Office at the time of submission of entry/registration forms.

Failure to pay the relevant fees by the advertised date may result in the entry/registration being refused or incur a penalty if the entry is accepted. Any fees not paid by the Championship commencement may render the competitor/s involved as ineligible to compete.

1.11.3 LATE ENTRIES

Event entries received after the closing date will only be included in the competition if lane space and administration logistics permit their inclusion, this applies to an event entry or entry time that may have been overlooked when a competitor's entry was submitted.

Failure to provide full details as part of the required entry procedure may also result in an entry not being accepted, or the entry being subject to a restriction or late fee.

1.11.4 REGISTRATION AND EVENT ENTRY PROCEDURE

Registration and event entry information required will include, but is not limited to:

- the competitor's highest current award, date gained and appropriately endorsed,
- competitors Date of Birth and age as at 1st January of the APLSC year ([refer Rule 1.17](#))
- individual age division to be contested.
- other specific requested qualifying information, such as
 - entry times for all events to be entered.
 - automated/electronic event and registration entry files as requested.
 - participation in other APLSC Function such as Official Presentation or workshop attendance.

Registration may also be required by all officials, team coaches and management as well as spectators and other participants.

Additional to the registration forms an electronic entry file is also to be completed and submitted by managers who must note the following:

- Each team entered requires a separate event entry file and team data form.
- Individual competitors who are not members of a club team entry must complete a separate file for their entries. However, a number of individuals may be included in the same entry file if they come from the same club.

The electronic entry must be completed for each competitor according to [Rule 1.11.5](#) below.

Team event entry will require the following additional information:

- a completed 'Team Data sheet' which clearly shows the designated team age group for each Team Competitor,
- any designated 'out of age' relay competitors, (Refer [Rule 1.14.2](#))
- all relay and SERC events entries with the names of the individual team member for each event.

1.11.5 ELECTRONIC EVENT ENTRY

The 'Team Manager Lite' Entry system must be used to enter competitors into APLSC events. A '[Team Manager Lite Instructions](#)' (refer **Appendix F**) document that provides the instructions on exact competitor entry and file submission will be made available at the same time as APLSC entry is called.

Event entries must be submitted electronically (hard copies are not acceptable) and have all sections completed correctly including surname and given name, gender, date of birth, as well as specific event entry with an entry time. If no entry time is supplied, then the competitor will be entered as a 'no time' and seeded in the slowest heat. Managers should not enter competitors in events in which they have no intention of participating. (Refer [Rule 1.14](#))

A summary of the procedure is:

- The electronic entry requires that managers will download/import the current APLSC Program file (export the details to a .zip file)
- A copy of the exported data must be returned with the required entry information including SERC and CPR entries.
- All team entries must be accompanied by a completed 'Team Data sheet'.
- Event entries received after the close of normal entry period will be considered as late entries and the appropriate penalty fees will apply.
- 'Team Manager' forms will be generated via 'Meet Manager' once entries have been entered and then returned to managers to check that entries are correct.
- The Manager must advise the Championship Coordinator of any mistakes as soon as possible.
- Any amended competitor lists, or team data sheets, must be handed to the Championship Coordinator at the conclusion of the Coaches'/Manager's meeting.

1.11.6 ENTRY BY ATHLETES WITH A DISABILITY or DIVERSITY REQUEST

A disability or diversity consideration application to enter standard APLSC events should be made to the National Office no later than 2 months prior to the entry closing date. For more details on the RLSSA Guidelines on athletes with disabilities participating in APLSC or Pool Life Saving competition in general refer to the Handbook [Introduction Item D](#).

1.11.7 ARBITRATION ON ENTRIES

The NSA or their nominated representative will arbitrate upon any question relating to entries, including the acceptance of late entries, and this decision will be final.

1.12 MANAGERS

All teams and individuals registered to compete in the Championships are required to nominate a team manager who will be responsible for all administrative duties, and must, at the time of registration, advise the APLSC Championship Organiser of the name of their designated Manager. For individual competitors see **Note 2 below**.

Note 1: A competitor under the age of 18 years MUST have an adult manager who has a Current Working with Children Check (WWCC). Exception: Where an adult is the manager solely of their own child a WWCC is not required.

All designated managers must:

- Be a registered participant of the Championships.
- Have STMO endorsement.
- Provide their current WWCC credential if they are the manager to any competitor under the age of 18 years of age. Exception refer **Note 1** above.

Note 2: An adult individual competitor may represent themselves.

Note 3: One person is permitted to manage more than one team. However, where a person is nominated to manage more than one team, they may be required to demonstrate to the APLSC Championship Organiser or NSA that they are able to discharge the duties of a manager for multiple teams without a conflict of interest.

Note 4: State and club teams may also have individual competitors and other individual participants under the control of their management group.

1.12.1 MANAGER RESPONSIBILITIES

Managers are responsible for the conduct, safety and behaviour of the people under their control. They are responsible for the administrative duties imposed by both RLSSA and their endorsing STMO. These will include the following:

- Completion of entries in accordance with the Entry Rules above ([refer Rule 1.11](#)) and the General Rules and Procedures outlined in below. ([Refer Rules 1.14 to 1.19](#))
- Attendance at all Managers' meetings held regarding the Championships, including the Managers'/Coaches' meeting held on the day prior to the Championships commencing.
- Submission of all forms/paperwork/ information required by teams/individuals to the APLSC management. This includes overseeing any Protests or Appeals.
- Represent their team/individual as and when required by the Organising Committee/NSA/Chief Referee.
- Ensuring that all their participants are aware of, and follow, the RLSSA Codes of Conduct, Anti-doping and Alcohol Policies **as well as any associated Risk Management and Safety Management plans.**
- Ensure that Emergency Care for any injury or incident of a team member is sought and then ensure that it is reported by the Team Management to the Competition Coordinator utilising the appropriate forms as outlined in [Appendix I](#). They must also ensure that a copy of this incident report is lodged with their STMO office and provided to the injured person/s.
- Coordination of arrangements for their team and any other participants placed in their care by their STMO or club. This includes organising suitable accommodation and transport for their competitors.
- **Abide by their own STMO's team Risk Management and Safety Management plans.**
- Liaise with their State Branch or STMO as required such as keeping their Branch informed of team arrangements and results.
- Ensure that their team competitors, coaches and management are aware of the rules relating to the Championships, in particular [Rules 1.19](#) and [Rules 4.4 to 4.6](#).

Note: For the purpose of applying the rules of team conduct and administration, the definition of a 'team' and 'participant' includes all competitors, coaches, managers, assistants and registered spectators travelling with the team.

1.13 INDIVIDUAL COMPETITORS

Individual athletes that are endorsed RLSSA members of a STMO but are not members of a team are permitted to enter the APLSC. They may be either entered as clearly identified individual members of a club, STMO or as independent State competitors.

Individual competitors may enter the APLSC providing they:

- Achieve any qualifying requirements for the events they are entering relating to their age group and gender.
- Have a nominated manager, noting that individual competitors over the age of 18 years may manager themselves. ([Refer Rule 1.12](#))

An athlete must nominate to compete in only one age division. (Refer [Rule 1.19.1](#))

These athletes are eligible for individual event medals and for individual age division Championships. Their results will not contribute towards any Interstate/interclub team Championship or point score; they are not permitted to be a member of an event team (e.g., relay) unless they are a team substitution under [Rule 1.16](#) or a member of a composite team under [Rule 1.14.1](#) below.

1-14 TEAMS

1.14.1 TEAM COMPOSITION

A team consists of a maximum of 16 competitors (8 males and 8 females) in addition to any management and coaching personnel. ([Refer Rule 1.12 above](#))

A team may nominate:

- up to two female and two male competitors in each of the Under 16 and Under 19 age divisions and
- up to four female and four male competitors in the Open Age group

It is not mandatory to have both male and female competitors in a team. Any nominated 'out of age' competitors must be included in the sixteen.

Every team member must meet the age and award qualification requirements for the events and age groups they enter. Each STMO and club is responsible for the selection of their teams but must ensure that the team competitors meet the qualifying and eligibility requirements. (Refer [Rule 1.8](#) and [1.9](#))

If event qualifying times are set only Club and Development team competitors as well as individual competitors are required to meet these qualifying times.

Substitutions for team members can only be made in accordance with the rule governing team substitutions. (Refer [Rule 1.16](#))

Only the nominated team members are permitted to compete in relays and team events, including the CPR Team Point score competitions.

If more than one club or development team is entered by an organisation, they may have the same management group, however, when entering and competing each team will be treated as an independent unit and is required to have a clearly distinguishing name.

Members of all teams (interstate, club and development) are eligible for individual and relay event medals and for Individual Age Division Championships.

Only Interstate/club team members nominated as an age group division representative may gain team points in age division individual events.

Competitors may be nominated as an 'Out of Age' group; team member as explained in **Rule 1.14.2** below. 'Out of age' competitors may not gain team points in individual age events with the exception of Masters as described in [Rule 1.17.3](#).

1.14.2 OUT OF AGE TEAM COMPETITORS.

A team may nominate competitors to swim as an age group relay member in an age group other than the one they are entered in. They are also referred to as a 'Nominated relay competitor'.

Provided they meet the entry and eligibility requirements this rule allows for the nomination of:

- A master's competitor to be an 'out of age' Open member.
- U16 and U19 competitors to be nominated for a higher age division.

As part of their sixteen members a team may nominate a competitor to one age division for relay and SERC events but who is entered and competes in another individual age division for which they are eligible. In this case they would be designated as 'out of age'. They do not gain team points for their results in individual age division events contested as it is not the team age division they were nominated for. The 'out of age division' competitor must swim in team relays in their nominated team age division and not in the age division relays associated with the individual events in which they have entered.

'Out of age division' competitors are eligible to be included in the overall individual age division Championship Point score for the individual age division they have entered.

A team with a nominated 'out of age' competitor may still use [Rule 1.18.4](#) and swim their other nominated age group swimmers according to this rule.

Clarification: The Masters' age division is an Individual Championship and these events do not form part of any team competition or point score. However, as a nominated Open team member they may also score team points in any Open individual event which is not also conducted in the Masters' age group such as Open CPR event. ([Refer Rule 1.17.3](#)) The same principle applies to a competitor in the U14 division competing in a higher age division event.

Example: A 15-year-old competitor with a bronze medallion is designated as a team U/19 competitor but competes in the U/16 individual age group events. In this case they would gain NO team points for their individual U/16 age group results but would swim in the relays as a U/19 competitor. They would not be eligible to swim in U/16 relays, but the team could swim this competitor plus one of their U/16 competitors in a U/19 relay.

1.14.3 INTERSTATE TEAMS

The Interstate Point Score Championships are the premier team Championships of APLSC. For the purposes of the Interstate Championships each State/Territory Branch is permitted to enter only one team known as the Interstate Team. Interstate Teams without the full 16 members will still be reflected in the Overall point score and age/gender division point scores where they have at least one (1) competitor.

Only competitors from an Interstate team can contest Interstate competitions and point scores events.

Interstate Team competitors are not required to meet any qualifying times relating to their age division however they must meet the age and RLSSA award qualifications.

Interstate team members must meet the specific Residency requirements (Refer [Rule 1.10](#))

1.14.4 INTERCLUB TEAMS

An APLSC Overall Interclub Championship is held if there are 2 or more club teams entered. Teams without the full 16 members but with 4 or more members are eligible for, and reflected in, the Overall Interclub Championship Point Score.

A club team is comprised of competitors who are all endorsed by their STMO as representatives of the same RLSSA club or affiliated member organisation.

Club teams may be entered provided that:

- Competitors entered as a club team are members of the same club or 'Life Saving unit' ([Refer Rule 1.7](#))
- Team members may only participate in team events for their designated team: interchanging between club teams is not permitted.
- Are endorsed by their STMO.
- Comply with all other entry and eligibility requirements.

Clubs will be permitted to enter their members as either individual competitors or as team units. They should inform their STMO of their club's/athletes' intention to compete, advise them of the appointed managers and liaise with their STMO Branch or Interstate team manager as required.

Clubs may enter more than 1 team and each team is eligible to compete in the Interclub Championship. However, for competition and point score purposes, each team is treated as an independent unit.

The results of Interclub competitors will not count towards any Interstate Championship or point score.

1.14.5 DEVELOPMENT TEAMS

There is no development team point score or championship, however they are eligible for the CPR Point Score Championship. Development teams are not eligible to contest the Interstate or Interclub team point score championships.

A development team is comprised of competitors who are all endorsed by their STMO as representatives of the same State/Territory.

Each development team member must meet all the same qualifying and eligibility requirements for individual competitors and the residential criteria for Interstate teams.

More than 1 development team may be entered however, for competition purposes, each team is treated as an independent unit with a distinguishing name. Only nominated development team members are permitted to compete for their designated development team in relays and team events.

1.14.7 INVITATIONAL AND COMPOSITE TEAMS

For entry to APLSC the following definitions apply

- Invitational team covers both non-RLSSA teams and international teams as well as non-RLSSA individual athletes who are not covered by The APLSC Handbook [Rule 1.6](#) 'Right to Participate'.
- Composite team is a group of registered individual competitors who apply to compete in either a relay or SERC event at The Championships as an exhibition.

To enter the APLSC Invitational and composite teams may be invited to participate or must make special application to the National Branch of RLSSA by the time limits set out below, or as advised by the Championships organisers from time to time. The application must detail the makeup of the invitational or composite team, including names and age groups of competitors.

Where an invitational/international competitor(s) finishes first in an event, they will receive an APLSC medal(s). However, the first RLSSA competitor(s) to finish will be awarded the APLSC Championship title and a duplicate gold medal(s). If a similar circumstance occurs for second or third place in any event the non-RLSSA competitors will receive the appropriate APLSC medal(s). The second and third RLSSA competitor(s) to finish will be awarded medals only as appropriate to the place they finished. ([Refer Rule 3.4](#)).

Athletes will not be eligible for any Championship Titles, the Overall Age Division Championship or any other point score competitions.

1.14.7a INTERNATIONAL COMPETITORS

International competitors may enter the Championships as a member of a team or as individual competitors and will compete as invitation competitors as described in **Rule 1.14.7** above. They may compete in any individual or team event without restriction and are eligible for medals but are not eligible for Championship Titles, the Overall Age Championship or any other point score Championship.

1.14.7b INVITATIONAL TEAMS

Groups, clubs or organisations not endorsed by an STMO may make application to enter a team or individual competitors in APLSC. They must apply in writing at least three (3) months prior to the Championships to the RLSSA for permission to enter such a team.

If permission is granted the individual members of an invitational team may compete in individual age group events. They may only compete in relay and SERC events if time and lane space is available.

1.14.7c COMPOSITE RELAY OR SERC TEAM

Any group of registered and endorsed individual competitors wishing to form a composite relay or SERC team for entry into these events must apply, in writing to the NSC, at least two (2) months prior to the APLSC for permission to enter. If permission is granted, for recording purposes these teams will be shown in results as exhibition teams and will not be reflected in the result places. Composite teams are not eligible for either points or medals in those events.

1.15 DRAFT SYSTEM

To ensure that the Interstate component of the Championships is as competitive as possible, and to allow as many Interstate teams as possible to field a full complement of 16 athletes, a National Draft System will be implemented. Full details and nomination forms are found in [Appendix E](#). The Draft system is not available to Interclub or Development teams.

NSC will facilitate an athlete draft to ensure:

- Each affiliated State/Territory has a full team roster for team events, where possible.
- That primary nomination athletic talent is equitably spread around teams requiring draft athletes.

Before an STMO seeks to access the draft process State/Territories must have exhausted the athletes available and eligible to them from their own State/Territory. STMO's must formally request access to the draft using the process described in [Appendix E](#).

Athletes apply for the draft through their STMO. Before an athlete can access the National Draft process, they must have been ineligible or unsuccessful in their application for interstate team selection for the State/Territory for which they are eligible. Conditions apply to an athlete who was unable to, or has chosen not to, nominate for a State/Territory Interstate Team and then seeks draft selection. See [Appendix E](#)

The National Branch through the NSC is charged with all aspects of implementing the draft on a yearly basis. States/Territories and athletes enter the Draft through nomination, endorsed by their relevant STMO. The NSA must ensure that an impartial, random draw process is used to allocate athletes amongst the teams requiring draft athletes.

Any drafted athletes shall be the financial and administrative responsibility of the STMO seeking the draft. This means that the athlete must be fully apprised of any fees, costs or self-funded components by the STMO before the athlete accepts or declines a draft selection offer. Once selected all administration documentation as well as the payment of any monetary considerations is between the STMO and the athlete and are not the responsibility of National Branch.

As a minimum Interstate teams will supply at no cost team caps to the drafted athletes.

The draft process does not allow for States/Territories or athletes to have a choice of Interstate team.

The only exception to the conditions above is where a State/Territory is not entering an Interstate team in the APLSC. In these circumstances then the NSC may give permission for an athlete to nominate, through their own STMO, for a specific Interstate team rather than accessing the random draft.

Teams and athletes utilising the draft are eligible to win medals, Championship trophies and prizes.

An athlete drafted into an Interstate team does not retain any residential, draft or eligibility rights to compete for that State/Territory in future APLSC.

If an athlete is not selected in their Interstate team and chooses not to nominate for the draft then they may still participate in APLSC as either an individual representative, or as a member of a club/development team.

1.16 SUBSTITUTION – TEAM AND EVENT

1.16.1 TEAM SUBSTITUTIONS

After a team entry has been lodged, a team may substitute an athlete according to the conditions found below (**1.16.1b**)

The team Manager must inform the Championship Coordinator in writing of the proposed change, the athlete details and the events affected. Notification must be accompanied by documentation from the team's STMO which provides endorsement declaring that the replacement team member meets the eligibility criteria. (Refer Rule [1.7](#) and [1.8](#)).

The entry fees from the withdrawn athlete cannot be transferred nor is there any entitlement to receive a refund of any entry fees already paid.

In addition, the new athlete(s) or team management shall complete any registration documentation that the Championship Organisers may require.

1.16.1a Additional team members; The substitution rules also apply to any incomplete team (i.e., less than 16 athletes) that want to increase their numbers to fill a vacant team space. Under such circumstances all appropriate entry fees (including applicable late entry fees) must accompany the written notice.

1.16.1b Substitution Conditions

Note: Commencement of Championships: For administrative purposes the scheduled Championship commencement is defined as the start of the Managers Briefing which is held on the day prior to the start of competition events.

Prior to Championship Start the following conditions apply:

a) Up to 3 days prior to the commencement of the Championships a substitution may be made without penalty however,

- If the substitution is not already a registered athlete all due entry fees must be paid and have the endorsement of the STMO and/or
- The withdrawn athlete is permitted to compete in the Championships as an individual athlete.

b) Within 3 days and up to 1 hour after the commencement of the Championships (i.e., start of the Manager's Meeting) the following applies;

- The substitute must already be an athlete entered in the Championships and endorsed by the relevant STMO.
- The withdrawn athlete is only permitted to compete in the Championships as an individual athlete with the approval of the NSA after consultation with the Chief Referee and the Championship Coordinator.
- The Chief Referee must also be informed of the substitution.

c) After the start of APSLC Once the Championships commence substitutions must be approved by both the Chief referee and the Championship Coordinator. Substitutions will only be permitted if it does not interfere or delay the conduct of the Championships and providing:

- The Chief Referee and Championship Coordinator are notified in writing as soon as possible after the team becomes aware that a substitution is required.
- The substitute is an endorsed athlete already entered in the Championships and qualified to compete for that team.
- The notification includes all proposed changes and athlete details.
- Satisfactory medical evidence or written explanation is provided which indicates the athlete's inability to take further part in the Championships because of illness, injury or misadventure.
- The substituted athlete shall not be permitted to take any further part in the Championships.
- No substitute is permitted for an athlete who is removed from the competition due to disciplinary action.

Note: Failure to comply with this rule will render the substitution invalid.

Neither the original athlete nor the substituted athlete is eligible to win the Individual Overall Championship for that Division unless all point scoring events were completed by the one athlete.

The points used in the determination of any Interstate/Interclub point score competition shall be the points received by the original athlete until replaced by the nominated substitute as outlined above. Points towards Overall Championships will be the combination of both the original competitor and the substitute.

1.16.2 EVENT SUBSTITUTION

All withdrawals or substitutions in an event must be made in writing on the appropriate APLSC form and lodged with the designated official (usually Competitor Liaison). This notification must be made prior to the marshalling call of the first event of each day's competition session unless there is an announced or specified withdrawal time for an event. This announced time is set by the Championship Co-ordinator, in conjunction with the Chief Referee and Chief Recorder.

In individual events competitors from Interstate and Club teams may only be substituted where they are the only team member capable of scoring team points.

In relay and SERC events the substitution of competitors is at the discretion of the team management so long as the eligibility rules for the event are followed.

Only the team member nominated on the team Data Sheet may submit a substitution/withdrawal sheet. Competitors who are substituted in an event may only be replaced by another registered competitor from the same competitive team.

After the event substitution time has closed, there shall be no further alteration of team entries in an event unless there is a demonstrated misadventure (e.g., injury) which prevented a substitution notification being lodged by the required time limit.

1.17 CHAMPIONSHIP DIVISIONS

1.17.1 AGE GROUPS

Competitors may only enter and compete in one individual Point score age division at the APLSC.

There shall be a male and female competition held in each of the four Championship Age Divisions as follows:

- Under 16
- Under 19
- Open
- Masters (30 – 44, 45 – 59, 60+)

A competitor's age shall be taken as the first (1st) of January in the year the Championships are held, and this is the age they use for all competition entry. Refer [Rule 1.11.4](#))

Competitors may enter into an age division other than the obvious one identified according to their age at the date set by RLSSA. That is, a U16 or U19 athlete may enter as an older age division competitor or a master's athlete may enter the Open age group.

For Masters' events all age groups are conducted as one combined event. For each male and female event only one set of medals is awarded. There are however separate point scores collated for each individual Masters' Age Group Championship. (Refer Section 3)

Note: A separate Under 14 Championship program may also be held refer [Section 8](#). The Under 14 competition is a standalone championship for athletes aged from 11 to 13 years of age. Athletes may enter both U14 and U16 events, but the program will not be altered to accommodate athletes who wish to enter both age groups.

1.17.2 SPECIAL (INVITATIONAL) DIVISIONS

Invitational Divisions, **such as Multi-class**, may be introduced to the Championships at the discretion of the National Sport Committee.

1.17.3 AGE DIVISION EVENT EXCEPTIONS

The following exemptions allow competitors to enter an individual event in an age division which is different to the age division they have entered. However, the event order will not be altered in any way to accommodate these athletes.

The exceptions are:

- Open 100m Rescue Medley is an invitational event which is not included in any Point score competition and is open to all age group divisions including U16.
- A master competitor may compete in an Open event when that event is not offered in the masters' age group; these include, but are not limited to, CPR competition, Open Super lifesaver, and 200m Obstacles events.
- Competitors who are eligible and compete in any Under 14 Competition held at the APLSC may also compete in another nominated age group for which they meet the eligibility and qualification requirements. (Refer **Rule 1.17.1** above)

Competitors may still compete out of their nominated age groups in relay and team events as per [Rule 1.18.4](#) – Championship Events and [Rule 1.14.2](#) – Out of Age Athletes

1.18 CHAMPIONSHIP EVENTS

1.18.1 INDIVIDUAL EVENTS – CHAMPIONSHIP DIVISIONS

Within each Championships Age Division, the following individual events will be contested:

- 100m Manikin Tow with Fins **Event 4.17**
- 100m Manikin Carry with Fins **Event 4.16**
- 50m Manikin Carry **Event 4.14**
- 12.5m Line Throw **Event 4.19**
- 200m Obstacle Swim (U16, U19 and Open age divisions only) **Event 4.13**
- 100m Obstacle Swim (Masters' age division only) **Event 4.13**
- CPR Test (U16, U19 and Open age division only) **Section 6**
- 200m Super Lifesaver (U16, U19 and Open age division only) **Event 4.18**

Individuals and team members do not have to compete in all events.

For a competitor to be eligible to win an overall individual Point score they must have competed in all of the above events for their Championship Age division.

Note: CPR events may be held concurrently with SERC events. Refer to Rule [5.12](#) and [6.8](#) for special marshalling procedures.

1.18.2 DEMONSTRATION EVENTS

The National Sport Committee shall approve demonstration events at least six (6) months prior to the Championships. These events will not be Point score events for any championship; however, medals will be awarded to place getters.

Demonstration events include but are not limited to:

- Men's Open 100m Rescue Medley **Event 4.15**
- Women's Open 100m Rescue Medley **Event 4.15**
- Open Mixed Pool Lifesaver Relay **Event 4.24**

1.18.3 RELAY AND SERC EVENTS

Relay and SERC events may be contested by Interstate /Interclub/ Development Teams. Members shall only be drawn from the teams' list of registered competitors as defined in [Rule 1.14.2](#).

There are no relay or SERC events for individual entrants unless they are members of an invitational or composite team approved under [Rule 1.14.7](#). and time and pool space permits.

1.18.4 AGE DIVISION RELAYS

Relay events will be contested in the following age divisions:

- Under 16 mixed (2 males 2 females)
- Under 19 mixed (2 males 2 females)
- Open male 4 competitors
- Open female 4 competitors

The relays contested in these age divisions will be:

- 4 x 25m Manikin relay **Event 4.20**
- 4 x 50m Medley relay **Event 4.22**
- 4 x 50m Obstacle relay **Event 4.21**

For all of the above three relay events the following applies:

- U19 relay events a maximum of one male and one female competitor from the U16 age group can compete up (if they have the appropriate U/19 award).
- Open relay events a maximum of two competitors from either the U16 and/or U19 age groups may compete up (if they have the appropriate Open award).

1.18.5 8 X 50M FIN RELAY - MIXED

4 males and 4 females drawn from any age group within the registered team. Competitors need only hold the award appropriate for their nominated age division. The fin relay is described in [Rule 4.23](#).

Teams may enter a second relay at the discretion of the Chief Referee in consultation with the Championship Coordinator and subject to lane space availability. If more than one heat is held then heat one should consist of all the Interstate A relay entrants while the additional heats should have all other relays entered.

1.18.6 SERC

All SERC events run at APLSC will be team events. For detailed event information refer to the following in his handbook - [Section 5](#) and [Appendix R](#) – SERC Protocol.

In the event that a team is not able to field a full SERC team in an age division, a SERC team consisting of 2 or 3 members may be entered.

The following applies to SERC entries:

- U16 Team SERC: Four competitors – Must be maximum of two females and two males.
- U19 Team SERC: Four competitors – Must be maximum of two females and two males.

Note: In the U19 SERC a maximum of one male and one female competitor from the U16 age group can compete up (if they have the appropriate U/19 award).

- Open SERC: Four competitors – any gender or age group combination.

All SERC members must hold the award appropriate for competing in an Open event.

All effort will be made to ensure that SERC events are run so that all registered teams may compete. However, due to time restraints or logistic issues, entry restrictions may need to be applied to the number of entrants from Interclub and development teams. Any entry restrictions will be at the sole discretion of the Chief Referee and SERC coordinator in consultation with the APLSC Organiser and the NSA.

If time permits teams may have an additional SERC entry in the Open SERC event however preference will be given to additional Interstate Teams if the number of additional entries permitted is limited. Additional entries MUST be clearly entered as a B entrant.

Where there are additional SERC entrants the draw will be arranged so that all additional entrants (B entrants) will follow all 'A' entrants.

NOTE: At APLSC, SERC events may be held concurrently with CPR events. Refer to Rule [5.9](#) and [6.7](#) for special marshalling procedures.

1.19 CODE OF ETHICS (CONDUCT AND BEHAVIOUR)

RLSSA expects the highest standard of conduct of its competitors, officials and members.

These expectations are reflected in the RLSSA Sport and Competition Handbook and RLSSA Policies where The Code of Ethics underpins the Rules of Conduct for RLSSA Sport. Refer to the [Introduction](#) of this Handbook and to [Appendix A](#) for the RLSSA and ILS Code of Ethics.

All participants for the competition are required to abide by and compete within the rules. Any violation of the competition/event rules, The Royal Life Saving Code of Ethics or the General Rules of Conduct should be reported to the Chief Referee, Competition Organiser and/or National Sport Adviser who may initiate further action. Refer [Rule 1.21](#)

Any violation of the competition rules or Royal Life Saving Code of Ethics should be reported to the Chief Referee and National Sport Adviser who may initiate further action. Penalties may include expulsion of individuals or teams from the competition.

For the purposes of applying these Rules of Conduct, the definition of a “team” includes coaches, assistants, parents and spectators travelling and participating as a recognised group.

1.20 GENERAL APLSC RULES and PROCEDURES

- i. RLSSA supports the Australian Sports Anti-Doping Authority Pure Performance in Sport policy of drug free competition. Anti-Doping testing may be conducted at all Sport and Competitions.
- ii. Any attempt to defeat the spirit, intent or Rules of the APLSC will be deemed to be ‘participating unfairly’ and will result in disqualification. (Refer [Rule 1.20](#))
- iii. Any action by a competitor, which attempts to disrupt or interfere with another team, is a serious offence and will be dealt with as such.
- iv. All competitors are representatives of their endorsing STMO (State/Branch), RLSSA, their sponsors and Life Saving in general. As such, they shall at all times conduct themselves in a proper manner during the Championships and any other related activity or venues (i.e., social functions, accommodation). Unbecoming conduct by an athlete or team management is a serious offence and will be dealt with as such. Refer to Code of Ethics [Appendix A](#).
- v. Any competitor presenting themselves for an event in a manner deemed objectionable, inappropriate or unsafe shall not be permitted to start.
- vi. Any injury or incident must be reported to the Championships Coordinator and documented utilising the appropriate Accident and Incident Form as outlined in [Appendix I](#).
- vii. In the event of hazardous conditions, including risks to the health and safety of persons or property the Chief Referee has the authority to cancel or reschedule an event. If cancellation should occur, even after some heats have been conducted then no points from that event will be credited to any team in the overall Point score.
- viii. The organisers may use video, photographic or other means, to determine or assist in the judging of competition events and/or the infringement of conditions.
- ix. Decisions given by ‘Finish Judges’ shall be final.
- x. RLSSA reserves the right to order the removal or coverage of commercial identification in conflict with RLSSA Sponsorship agreements and policies.

1.20.1 COMPETING UNFAIRLY

Competing unfairly may be considered a serious breach of the RLSSA Code of Conduct and competitors or teams who are deemed to have competed unfairly may be disqualified from an event or expelled from the Championships. Examples of competing unfairly include but are not limited to:

- Deliberately attempting to gain an unfair advantage.
- Competing contrary to the RLSSA Drug Policy or committing a doping related infraction.
- Impersonating another competitor.
- Competing twice in the same individual event.
- Competing twice in the same event in different teams.
- Purposely interfering with a course, equipment or another competitor to gain an advantage.
- Impeding other competitors or handlers.
- Receiving physical or material outside assistance.
- Failing to follow a specific direction of the Chief Referee or designated official.

In the first instance the Chief Referee shall have absolute discretion in determining whether a competitor, team or handler has competed unfairly. When a determination is made that a team or competitor has competed unfairly and should be dealt with as a serious offence then the process outlined in **Rule 1.21.3** below will apply.

At its absolute discretion RLSSA may also investigate, and then act, on any matter of 'competing unfairly' prior to, during or following competition. This includes, but is not limited to, the return of medals and referral to the Disciplinary Committee.

1.20.2 ABUSE OF OFFICIALS

During a competition, no participant may not abuse any official. This rule applies to all participants and is considered a serious offence and as such should be referred to The Disciplinary Committee. If found in violation of this Rule appropriate disciplinary action will be taken as outlined in Rule 1.21.3. This may include being banned from attending the competition venue/s and functions.

1.21 DISCIPLINE

It is the responsibility of Competition Organiser and the Chief Referee to conduct a fair competition by ensuring that the rules of this Handbook are applied consistently for all events and procedures of the competition. Penalties may be imposed where competitors, officials, or participants who fail to meet the standards of conduct expected by RLSSA; or do not abide by or compete within the rules.

All penalties, including those for serious offences, are open to Protest and Appeal. Any Disciplinary Committee decisions are only open to appeal through participants STMO to the CEO and National Board.

1.21.1 PENALTIES AND MISCONDUCT

RLSSA, either by predetermined publicised penalties or by adopting the decision of a Disciplinary Committee, may, at its discretion, issue penalties to individual competitors, clubs, or interstate teams. These penalties can include, but are not limited to disqualification, ejection from the competition or venue, removal of endorsements/membership or legal action.

Allegations of a serious discipline offence shall be referred to the National Sports Adviser and/or the Disciplinary Committee by the Chief Referee or Championship Organiser. The notification should also include any action taken in response to the situation.

The Disciplinary Committee may decide to apply a further penalty against the competitor or team and its members to a penalty given by the Chief Referee or NSA.

Failure by an official, or any other APLSC participant, to report a possible violation or serious offence is in itself an offence.

1.21.2 EVENT DISQUALIFICATION FOR RULE VIOLATIONS

If a competitor or team commits what could be a rule violation or discipline offence, it must be immediately referred to the Chief Referee, usually by a competition official, and the circumstances detailed. The Chief Referee will strive to resolve/remedy the situation. They will ensure that any that any proven violation of competition and event rules will result in either a warning/disqualification of the competitor or team from that event, or a correction of an unfair/unsafe procedure.

If the Chief Referee disqualifies a competitor or team for a rule violation in competition, but feels the behaviour is of a serious nature they may also choose to make a report to the NSA or the Disciplinary Committee.

In the case of a disqualification for a discipline offence which was not referred to the Disciplinary Committee, the Chief Referee must make a written report to the RLSSA National Board who may choose to evoke further penalties on the team and its members.

1.21.3 SERIOUS DISCIPLINARY OFFENCES

This section applies to conduct which may constitute a serious breach of the RLSSA Code of Conduct, Code of Ethics or any other policy which aims to ensure fair play whether that conduct is by act or admission.

The responsibility to act on observed or reported breaches in the first instance falls to the Chief Referee, Competition Organiser, Meet Director or NSA whichever is immediately available at the venue.

Where an initial or further assessment of the allegation indicates it is sufficiently serious the matter may be referred to the Disciplinary Committee or CEO or an authorised delegate with no, or limited, role in the day-to-day conduct of the meet. The notification should also include any action already taken in response to the situation.

Reporting

During Competition - Where the incident occurs at the competition venue during the course of competition, it should be reported to one of the Chief Referee, Competition Organiser, Meet Director or NSA.

A serious offence during competition does not apply where a DQ arises solely from a breach of an event rule. For action to be taken under this section there has to be a reasonable belief that the breach was a deliberate act with the intent of gaining an unfair advantage for themselves or to deliberately disadvantage an opponent or it involves an allegation of abuse of officials or opponents.

Non-Competition – where the incident occurs at other than the competition venue such as a Presentation Function it shall be reported to the RLSSA Event Organiser noting where it is believed the incident may involve excessive or under-age consumption of alcohol it should also be reported to the Venue Management to allow them to take any necessary action arising from their responsible service of alcohol obligations.

Process

If the Chief Referee disqualifies an athlete or team for an offence in competition, but feels the behaviour is of a serious nature they may also initiate further action.

If the allegation is referred to the Chief Referee or the Championship Organiser the Chief Referee in consultation with the CO will strive to resolve/remedy the situation. They may refer a competitor or team to the Disciplinary Committee for consideration of further penalty.

When a determination is made that a team or competitor committed a serious offence the CEO must be informed immediately who in turn will notify the STMO concerned, through the National Office within seven (7) days.

In the case of a disqualification for a serious discipline offence which was not referred to the Disciplinary Committee, the Chief Referee must make a written report to the RLSSA National Board who may choose to evoke further penalties on the team and its members.

The decision to expel an athlete or team from the Championships may only be made after consultation between the Chief Referee, Championship Organiser and the National Sports Advisor and may be referred to the Disciplinary Committee for endorsement.

In the case of an athlete disqualified from taking further part in the competition their Team Manager will be notified. The athlete shall not be substituted and shall be considered not to have taken part in the competition. All team points they have gained may be deducted from their team tally. Any such determination may include being banned from attending the competition venue/s and functions.

1.22 DISCIPLINARY COMMITTEE

The Disciplinary Committee will be comprised of three people who will be appointed by the NSA or their nominated body.

A committee convenor will be announced at the Coaches/Managers meeting prior to the Championships; the role should be undertaken by the NSA, or a person appointed by the NSA, in consultation with the National Branch CEO or President.

The Disciplinary Committee will:

- Be formed from available neutral persons wherever possible.
- Be convened as soon as possible after the receipt of the complaint of misconduct or any matter referred to it by the Chief Referee.
- Initiate an inquiry to determine if an offence has been committed.
- May make a formal complaint if appropriate and then the committee may then proceed as if another person had made the complaint.
- Assign appropriate penalties if proved, including disqualification, from the Championships and forfeiture of points, medals, titles or trophies.
- Announce its decision, which shall be final.
- Report in writing on their enquires and decisions to the RLSSA National Board with a recommendation as to whether they should evoke further penalties on the team and its members.

1.23 PROTESTS

This section should be read in conjunction with the [Rule 1.24](#) Appeals below.

NOTE: For the purposes of this section 'adjudicator' means the Chief Referee or authorised delegate.

1.23.1 PROTEST LODGEMENT

Who can lodge a protest: A protest can only be lodged by a Team Manager or their authorised delegate. An authorised delegate is a person nominated on the Team Data Sheet submitted to the Championship Coordinator by a Team Manager prior to the commencement of the Championships. No other person is permitted to lodge a protest.

A protest is lodged by:

- Giving verbal advice of the intention to protest to the Competitor Liaison not later than 5 minutes after the occurrence of the incident that generates the protest.
- Then submitting the completed, signed Protest Form to the Competitor Liaison not later than 15 minutes after the occurrence of the incident which generates the protest, accompanied by the protest fee.

A sample of the currently approved form can be found at [Appendix L](#)

Managers will be provided with copies of the form prior to the commencement of the Championships, and they will also be available from Competitor Liaison.

NOTE 1: If an administrative error has been made, correction is permitted without prejudice to a protest or appeal form by either officials or athlete/team administration.

NOTE 2: Should it be determined that there was a technical or administrative error in the recording of either a disqualification or result then the error will be corrected immediately.

1.23.2 TIME LIMITS

Times are NOT cumulative – 15 minutes is the total time allowed for a protest after the occurrence of the incident to which the protest relates.

- Verbal advice – not longer than 5 minutes after the incident
- Submission of completed Protest Form and payment of a protest fee – not longer than 15 minutes after the incident.

Time Limit Exceptions:

The Chief Referee, at their discretion, may extend these time limits provided that results have not been declared as final.

Protest time limits may be extended beyond the expiry of the published times where it can be demonstrated that an act or omission by event officials or meet organisers prevented the lodging of a protest within the published time limits.

1.23.3 WHEN PROTESTS ARE POSSIBLE

Speed Events: Grounds for submission of a protest are limited to circumstances where a team believes it can demonstrate:

- Entry procedures or eligibility has not been applied correctly,
- Officials have not applied a rule to a situation that warrants its application together with its commensurate penalty,
- Officials have incorrectly or inconsistently applied the rules governing the event,
- Supplied competition equipment was inadequate or faulty,
- The physical conditions of the venue may compromise equal competition conditions noting that protests on these grounds will only be accepted where it has been lodged prior to the start of the Championships; Refer [Rule 1.5](#).

SERC and CPR Events: Grounds for submission of a protest are limited to circumstances where a team believes it can demonstrate they may have been disadvantaged compared to other competing teams because:

- Their scenario was set substantively differently,
- The actors or equipment in their test/scenario behaved sufficiently differently as to materially alter the scenario presented to other tests,
- They were disadvantaged because of inconsistency application of SERC event procedures.

1.23.4 PROTEST EXCLUSIONS

- Protests on matters pertaining to general meet/competition administrative matters are not permitted.
- No protest is allowed against decisions of the Starter, judges' placings (where used) and judges' points allocations (or deductions).
- No protest shall be accepted against the actions of another competitor or team in the same event except where that competitor or team has suffered direct interference e.g., an official takes an action or no action against a competitor or team, another competitor or team cannot protest unless they are in the same race and there is direct interference involved.
- No protest or appeal is permitted by a competitor/team/handler if they are not in attendance for the start of a race or are improperly attired unless the situation arose because they were directly impeded by the actions of an official.

1.23.5 PROTEST PROCESS

Initial Processes

- On receipt of verbal advice of intention to protest the Competitor Liaison shall advise the Chief Referee and recorder without delay to allow the event results to be withheld pending the outcome of the protest. The Recorder will continue to withhold affected results until advised otherwise by the Chief Referee.
- On receipt of the completed Protest Form and protest fee the Competitor Liaison shall then advise the Chief Referee and Recorder that the protest is proceeding.
- Alternatively, if the completed form is NOT submitted within the prescribed time limit the Competitor Liaison shall advise the Chief Referee and Recorder that the time to lodge a written protest has lapsed.
- If the person (or their representative) who gave the verbal advice advises the Competitor Liaison within the time limit that they do not intend to proceed the Competitor Liaison will inform the Chief Referee and Recorder accordingly.

1.23.6 PROTEST FEE

The amount is determined by the National Office, in consultation with the NSC prior to the start of the APLSC and announced at the Manager's Coaches meeting.

A protest fee shall be returned in full where:

- An authorised person withdraws the protest, or
- A protest is adjudicated in favour of the competitor/team.

A protest fee will be forfeited where:

- The time limit has expired, the protest is not submitted in writing AND their authorised representative of the affected team did NOT advise the Competitor Liaison of the withdrawal of the protest.
- A protest is adjudicated, dismissed and it is determined that it lacked merit or was frivolous.

Where a protest is dismissed but the Chief Referee (or authorised representative) determines it was submitted in good faith, the competitor/team had a genuine belief as to its merits and it was not frivolous, they may determine the Protest fee should be returned to the relevant team.

1.23.7 ADJUDICATION OF PROTEST

At the earliest practical time after receipt of a correctly lodged protest the Chief Referee (or authorised representative) will commence the adjudication process. However, the adjudicator may defer hearing the matter to a later time provided the matter is not urgent and such deferment does not impede the normal running of the Championships.

To facilitate the process all evidence, including video, which a competitor/team intends to submit in support of their protest is to be available, in full, not more than 5 minutes after the written protest was submitted.

Presentation of video evidence may be permitted but the onus is on the protester to ensure that the video evidence is:

- cued, ready for immediate viewing on request of the adjudicator,
- presented on a device sufficient size for clearly viewable evidence,
- those seeking to rely on the video evidence are able to provide proof of its authenticity to adjudicator,
- is to be shown without commentary during the screening.

NOTE: Without limiting the type of device with 'sufficient size' the minimum size device to properly adjudicate on a protest is defined as one with a usable screen dimension of greater than 9 inch/ 228 mm measured diagonally with high definition (usually a tablet type device).

Subject to the paragraph above regarding video evidence, the adjudicator shall consider all available evidence. The protest is considered finalised when the manager is advised of the outcome which may either be:

- dismiss the protest and uphold the original decision; or
- uphold the protest and expunge the original decision and make such amendment to the records/results of the competition as necessary.

1.23.8 REFERRAL OF A PROTEST IMMEDIATELY TO APPEAL

This option is available if the Chief Referee/Adjudicator:

- Refuses to accept the protest,
- Determines there will be no authorised person available to hear the protest in a timely manner or
- It involves, or may involve, matters beyond their remit.

Refer to the paragraph below for special conditions which are attached to a referral by the Chief Referee directly to the Appeals Committee.

1.23.9 DIRECT REFERRALS TO APPEAL - CONDITIONS

Direct referral to appeal is at the sole discretion of the Chief Referee. It is covered by the original protest fee which remains subject to refund or forfeit in accordance with the conditions described under Protests.

A referred protest will be heard by a single Appeals Committee panel member or the NSA acting as the delegate of the Chief Referee noting the right to further appeal the adjudication is not diminished and the rules relating to Appeals, as set out in [Rule 1.24](#) below, shall apply in full to any appeal from a referred protest determination.

An Appeals Panel member who acts in this capacity as an adjudicator shall not participate in any Appeals Committee convened to deal with any appeal arising directly from the protest which has been referred directly to appeal.

1.23.10 DOCUMENTATION

The Chief Referee /adjudicator shall enter the details of the outcome on the Protest Form. The original documents must be kept by the recorders with the official results and a copy must be given to the Chief Referee. A copy will be offered to the protesting competitor/team.

1.24 APPEALS

This section should be read in conjunction with the above [Rule 1.22](#) - Protests.

An Appeals' Committee is a forum of last resort, and its decisions are final, binding on all the parties and no further appeal is permitted. When an appeal is lodged the embargo on the affected result/s is continued until the matter is resolved by the Appeals Committee.

So far as is reasonably practicable, the Appeals Committee shall consist of neutral persons. Appeals Committee members must act honestly, impartially, fairly and ethically in adjudicating any appeal.

1.24.1 APPEALS CONVENOR

Prior to APLSC and as part of their officials' allocation the Chief Referee, in consultation with the Championship Organiser and NSA, shall appoint an Appeals Convenor. The name of the Appeals Convenor shall be included in relevant pre-championship briefings.

1.24.2 APPEALS PANEL

Prior to the commencement of the championships the Appeals Convenor, in consultation with the NSA, shall establish a list of available, appropriately qualified and experienced persons who may be called upon to sit as an Appeals Committee, when required, during the course of the championships.

1.24.3 APPEALS COMMITTEE

Committee Composition

Except as outlined in above an Appeals Committee shall be a minimum of three (3) people and a maximum of five (5) people.

When an appeal is referred to it, the Appeals Committee:

- Shall convene at the earliest practical time so as to resolve the matter with no undue delay in order to minimise disruption to the conduct of the meet.
- May co-opt other persons, not otherwise on the panel list, to provide expert advice to the Appeals Committee, including, to interpret evidence based on technical issues.
- Persons actively involved in the decisions or actions which led to the original protest and/or adjudicated the protest are expressly excluded from acting in the capacity of giving technical advice.
- There is no requirement for the Appeals Committee Convenor to be a member of an Appeals' Committee when it is convened.

Conflict of Interest

When an Appeal Panel member is called to sit on an Appeals' Committee, they must declare any real, potential/perceived conflicts of interest to the Convenor prior to the Appeal's Committee commencing its deliberations.

Such persons (where there is a potential/perceived conflict of interest) may still be permitted to sit on the Appeals Committee provided their potential/perceived conflict of interest is declared to the appellant prior to the Appeals Committee commencing its deliberations and the appellant is provided with an opportunity to object to the person being a member of the Appeals Committee.

Where the appellant acknowledges receipt of the information regarding a potential/perceived conflict of interest and agrees to the person's membership of the Appeals Committee, the Appeals Committee may proceed.

Where the appellant objects the affected member shall be excused and, if necessary, a replacement appointed by the Appeals Convenor. In either event, the matter shall be recorded in the documentation arising from the resolution of an appeal.

1.24.4 APPEAL PROCESS

1 Who can lodge an Appeal: An appeal can only be lodged by a Team Manager or their authorised delegate. An authorised delegate is a person nominated on the Team Data Sheet submitted to the Championship Organiser by a Team Manager prior to the commencement of the championships. No other person can lodge an appeal.

2 How to Lodge an Appeal:

An appeal is lodged by:

- Giving verbal advice of the intention to appeal to the Competitor Liaison not later than 5 minutes after notification of the dismissal of a protest (or, if permitted by [Rule 1.21](#), other circumstances giving rise to the right to lodge an appeal), accompanied by the good faith deposit.
- Submitting the completed, signed Appeal Form to the Competitor Liaison not later than 15 minutes after the dismissal of the protest.
- A sample of the currently approved form can be found as [Appendix M](#). Managers will be provided with copies of the form prior to the commencement of the championships and forms will also be available from the Competitor Liaison desk.

1.24.5 TIME LIMITS

Times are NOT cumulative – 15 minutes is the total time after Chief Referee/adjudicator advised the appellant of the outcome of the original protest.

- Verbal advice and payment of good faith deposit – not longer than 5 minutes after advice is received of the outcome of their protest.
- Submission of a completed Appeal Form – not longer than 15 minutes after the advice is received of the outcome of their protest.

Appeal Exceptions: Appeal time limits may be extended where it can be demonstrated that an act or omission by event officials or meet organisers prevented the lodging of an appeal within the published time limits.

Grounds for, and limitations on, lodgement of an appeal: Generally, an appeal may only be lodged where:

- a matter has been the subject of an adjudicated protest and the matter remains in dispute.
- In common with a protest, an appeal is limited to matters related to claims that the rules for an event have been incorrectly interpreted and/or applied by an official.
- there was a failure to apply the rule in circumstances the appellant believes warrant it.
- An appeal may also be lodged where a team believes it can demonstrate a protest was not handled in accordance with the procedures established in [Rule 1.23 - Protests](#).

NOTE: A correction is permitted to an appeal by either officials or competitors/teams if an administrative error has been made.

Consideration of a matter under appeal by the Appeals Committee is limited to:

- A review of the evidence submitted with the protest; and
- A review of the procedures applied during the protest's adjudication.

NOTE: Except in extenuating circumstances evidence not submitted at the time of a protest's submission should not be considered by an Appeals' Committee.

1.24.6 APPEAL ADJUDICATION

The Appeals' committee is responsible for resolving post protest appeals referred to them.

Appeal Hearing: The Appeals' Committee shall review evidence provided by the parties which may also include face to face interviews. Video evidence may be submitted provided it meets the same criteria detailed in Rule [1.23](#) - Protests, including it must be:

- Cued, ready for immediate viewing on request of the adjudicator.
- Presented on a device sufficient size for ease of viewing.

NOTE: Without limiting the type of device 'sufficient size' is defined as one with a usable screen dimension of greater than 9" measured diagonally.

1.24.7 ADJUDICATION

Having reviewed the evidence presented by the parties concerned the Appeals' Committee shall make a determination and advise the parties of the outcome and the reasons for the outcome. Initial advice may be verbal, but the Appeals' Committee shall also record the outcome on the Appeal Form which shall be retained. The original documents must be kept by the recorders with the official results and a copy must be given to the Chief Referee and the Appeals' Convener. A copy will be offered to the protesting competitor/team.

The Appeals' Committee shall ensure that the Chief Referee and the recorders are informed of the decision and the following action will take place:

- If the appeal is dismissed the original results shall be published; or
- Where an appeal is determined in favour of the appellant, the result shall be amended to reflect the decision and then published.

1.24.8 DISPOSITION OF GOOD FAITH DEPOSIT

The amount is determined by the National Office, in consultation with the NSC prior to the start of the APLSC and is announced at the Manager's Coaches meeting.

The deposit shall be returned if an appeal is upheld. It may also be returned where an appeal is dismissed, and the Appeals' Committee determines the appeal was not frivolous. In all other cases the deposit shall be forfeited.

SECTION 2

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS EVENT MANAGEMENT GUIDE

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2.1 INTRODUCTION

This section provides information about the organisation required for the RLSSA Australian Pool Life Saving Championships (APLSC).

The running of a successful Pool Life Saving competition depends greatly on the organisation that has preceded the actual event. Many hours of preparation are required for the initial planning, budgeting and final implementation. These should be initiated as early as possible to allow for any adjustments to be made to the overall schedule.

Note: For administrative purposes the Coaches/Managers meeting is defined as the first event of the APLSC and as such is the Championship start.

2.2 ORGANISING PRINCIPLES

Those involved in organising any RLSSA Life Saving Competition, and the APLSC, in particular should understand the aims and values that guide the competition. (Refer [Rule 1.3](#)) The conduct of any RLSSA competition must be consistent with the RLSSA's values.

RLSSA main aim for APLSC competition is to encourage and increase participation in Pool Life Saving sport and develop the skills to save a life.

All persons involved with conducting a Pool Life Saving competition should be aware of the aims of the event which should include the following:

- Conduct an efficient and effective Pool Life Saving competition within the allocated budget.
- Provide an opportunity for athletes to use and improve Life Saving skills in a competitive environment.
- Ensure the welfare and safety of the participants and maximize opportunities for them to enjoy the experience.
- Enable Pool Life Saving to be seen at its best by the local audience.
- Increase awareness of Pool Life Saving sport in the wider community and to use the event as a means of promotion and increasing participation.
- Reinforce the credibility for RLSSA through its proven ability to conduct a successful event.

2.3 RLSSA EXPECTATIONS

RLSSA expects the highest standard of conduct, especially from the Championship organisers who set the tone for any competition. It is important that the APLSC competition be conducted in the spirit of goodwill and sportsmanship.

These expectations are reflected throughout the RLSSA Sport and Competition Handbook and RLSSA Policies.

In summary RLSSA organisers will:

- Promote and encourage the spirit of goodwill and sportsmanship in Pool Life Saving sport.
- Ensure that its rules are fair and clear for competitors, coaches, officials, and administrators.
- Make every effort to ensure that its rules are applied consistently and impartially.
- Treat all participants equally regardless of gender, race, or physical characteristics.

At all times those involved in the APLSC organisation need to be aware of the safety and welfare of all participants and immediately deal with, or report, any observations or concerns.

An official opening ceremony should occur where the oaths will be taken to reinforce the RLSSA commitment to the Sporting Code of Ethics and Behaviour. For more detail about the Opening Ceremony Refer [Rule 2.6.2](#)

For the full RLSSA Code of Ethics please refer to [Appendix A.](#) and [Rule 1.20.](#)

2.4 RESPONSIBILITIES

2.4.1 APLSC ORGANISING COMMITTEE

The Organising Committee liaises with, and is responsible to, the RLSSA National Office and works in conjunction with the National Office as necessary and appropriate.

The primary responsibility of the Organising Committee shall be for the planning and development of the safety, logistical, and operational organisation of APLSC. They direct all matters relating to the actual delivery and conduct of the competition.

When necessary, they shall seek advice from the NSC, Chief Referee and other relevant personnel as appropriate on any matter relating to the organisation and conduct of the Championships.

As a minimum his committee shall consist of:

- The NSA as Committee Chair
- A Championships Organiser (CO), usually the National Office employee with responsibility for Life Saving sport. Alternatively, the CO may be a non-employee appointed by the NSC in consultation with the RLSSA CEO, in which case a staff member will be appointed to the committee and may replace the NSC member.
- The Host NSC Representative.
- A second representative appointed by the host STMO, usually a staff member.
- An independent member of the NSC
- The appointed Safety Officer Refer [Rule 2.8.4](#) and [Rule 2.9](#)

The Chair of the Committee and the Championship Organiser, in consultation with the NSC, are responsible to the National Board for ensuring that the strategic direction and framework of the APLSC is compatible with the broader RLSSA objectives, obligations and responsibilities.

2.4.2 NATIONAL SPORTS ADVISOR (NSA)

The NSA is responsible to the National CEO for the functional and administrative aspects of the APLSC and ensures that decisions of the NSC are aligned with the direction of the RLSSA as well as the APLSC rules and procedures set out in this Handbook. In the lead up to, during the course of, and subsequent to the APLSC, in addition to their organisational and administrative responsibilities the NSA shall:

- Chair of National Sports Committee.
- Represent RLSSA as spokesperson at official functions, media briefings and other public engagements specific to APLSC and RLSSA Sport as required.
- Collaborate with the National Staff Officer responsible for the delivery sport towards achieving APLSC operational goals.
- Have the final decision on APLSC administration matters pertaining to the Championships, including, but not limited to, as the draft process, entry and residency disputes.
- Determine, in consultation with the CEO, or their representative, the terms of reference covering the scope and limitations for any APLSC panels or sub-committee's activities, and scope not defined in this Handbook.
- Report to the RLSSA National Board on progress and matters relating to the APLSC.

2.4.3 NATIONAL SPORTS COMMITTEE (NSC)

The NSC is responsible for developing and promulgating clearly defined APLSC strategic plans, direction and procedures to provide an operational framework and guidance to the APLSC Organising Committee. Refer [Appendix B](#) – NSA and NSC Terms of Reference and [Appendix C](#) - Timelines.

In addition to its continuing role in developing and providing professional development and representative opportunities for athletes, coaches and officials the NSC shall undertake an ongoing review of all aspects of APLSC which, inter alia, shall include:

- review, and where appropriate, adopt post APLSC recommendations from key officials,
- review, and where appropriate, incorporate relevant ILS changes.

The NSA and NSC are authorised to make decisions on operational matters to be implemented by the Organising Committee. Decisions which involve RLSSA strategic issues and financial commitments shall be referred to the National Board and/or the CEO as recommendations.

The NSC may also create panels sub-committees to facilitate specific tasks and activities, including, but not limited to:

- National Selection Panel
- National Disciplinary Panel
- Event Management Sub-committee
- Handbook Review Committee

2.4.4 NATIONAL OFFICE

The RLSSA National Office shall be responsible for:

- Conducting the Australian Pool Life Saving Championships each year.
- Coordinating other national competitions approved by the NSC or National Board
- The appointment of Key Officials - Chief Referee, SERC Coordinator, CPR Coordinator and Equipment Coordinator through the National Sport Committee and ratified by the Board.
- The appointment of a Competition Coordinator where possible 14 months prior to the event
- The financial management of the event
- Organising and overseeing their implementation all management and safety procedures, including mandatory Risk Assessments.
- Hospitality and the organisation of functions, in accordance with relevant RLSSA protocols
- Provide ongoing Championship information to participants and stakeholders.
- The travel, accommodation and local transport for the duration of the competition for appointed key officials and designated National Officials/Officers where applicable.
- Providing the Host STMO with the requirements, expectations and protocols for official functions not covered in this section.
- The provision of Championship awards.
- Notification of qualifying requirements for competitors including entry fees and conditions of entry.
- Administration of entries from competitors and forwarding details to appropriate personnel.
- Advertising for suitably qualified officials and liaison with the Chief Referee on appointments. Notification of appointed officials.
- The publication of competition results.

2.4.5 HOST STMO

The Championships Host is the Royal Life Saving State or Territory Member Organisation of the state/territory in which the APLSC occurs. The Host STMO shall be responsible for:

- Research and provision of an appropriate venue with suitable facilities.
- The provision of actors for the SERC and workforce volunteers.
- The provision of a confidential contact for the SERC-O to assist with SERC organisation.
- The provision of equipment and resources used in the competition events as requested by the Organising Committee that is not otherwise provided by National Office.
- The provision of relevant local information (e.g., accommodation and transport options) to participants.
- Other tasks or duties delegated by the RLSSA National Office or Organising Committee.

2.5 CHAMPIONSHIP ORGANISATION

FINA protocols will be used for all entry, timing and recording procedures not covered in [Section 3](#) or elsewhere in this Handbook.

2.5.1 TIMING AND PROGRAM

The National Office shall confirm the date and venue of the APLSC after consultation with the National Sports Adviser (NSA), CEO, Host STMO and the National Sports Committee (NSC), preferably 14 months prior to the event. (Refer [Rule 1.4](#))

The preferred three (3) day Program of events for the APLSC can be found in [Rule 1.5](#).

2.5.2 TIMELINES

The following tables provide an overview of the key activities to be undertaken by the OC with a recommended timeline and allocated responsibility.

2.5.2a PRIOR TO COMPETITION

| TIMELINE | ACTIVITY | RESPONSIBILITY |
|-----------|--|--------------------------------|
| 24 months | Expressions of interest for the conduct of an APLSC. This should include proposed budget, timing and venue details. Approval from Host STMO | National Sport Committee (NSC) |
| 18 months | Form an Organising Committee | NSA, Nat Staff and Host STMO |
| 15 months | Confirm the competition venue | NSC |
| 14 months | Confirm with National Sport Committee dates, venues and further details | National Staff and Host STMO |
| Ongoing | Form any other APLSC committees/ working groups | Organising Committee |
| 12 months | Confirm program of events Circulate program of events | NSC National Office |

| TIMELINE | ACTIVITY | RESPONSIBILITY |
|------------------------|---|--|
| 8 months | Confirm key officials. Appoint SERC – O assistant when required Refer Appendix R – Part B Item 11 | NSC |
| 12 months then Ongoing | Provide Championship information to participants | National Staff Officer (Nat Staff) |
| 6 months | Circulate: Any Rule changes where possible. Qualifying requirements when applicable. Registration and entry fees (including cost of functions) to STMOs. Any workshop or course information to be conducted | NSC Nat Staff Nat Staff Nat Staff |
| 4 months | Prepare entry files ready for distribution to managers - APLSC Program File and 'Meet Manager Lite' instructions (Refer Rule 2.5.5) Advertise for officials and workforce personnel. | Nat Staff |
| 3 months | Circulate the relevant entry forms to STMOs. Advertise relevant workshop/course EOI | Nat Staff |
| 3 months | Confirm availability and condition of trophies. Confirm ILS sanction and drug testing | Nat Staff |
| 6 weeks | Final date for receipt of registrations Confirm briefing times and venues | AI Nat Staff I |

| TIMELINE | ACTIVITY | RESPONSIBILITY |
|-----------|--|--|
| 4-6 weeks | Appointment of official positions Confirm and notify officials of their positions | Chief Referee in consultation with Key Officials |
| 3 weeks | Verify and receipt of completed entry forms and fees | Nat Staff |
| 2 weeks | Check equipment, pool fittings and pool markings at venue | Organising committee |
| 1 week | Finalise officials' roster | Chief Referee in consultation with Key Officials |

2.5.2b POST COMPETITION

| TIMELINE | ACTIVITY | RESPONSIBILITY |
|----------------------|--|-----------------------------|
| At competition close | All protest, appeals, and incident report forms to be handed to National Sport and Events Officer | Chief Referee and Host STMO |
| At competition close | Conduct a Championship review survey | NSA, NSC and Nat Staff |
| At competition close | Championships Results published. | Nat Staff |
| 4-8 weeks | Commence a review of the APLSC Handbook taking into consideration relevant ILS event updates and feedback received from participants | NSC |

| TIMELINE | ACTIVITY | RESPONSIBILITY |
|----------|--|--|
| 6 weeks | Reports to the National Office from: Championship Coordinator, Chief Referee SERC Coordinator, CPR Coordinator Equipment Coordinator Reports to be distributed to NSC members. | Key Officials Nat Staff |

2.5.3 SITE VISIT PRE-COMPETITION

Once the venue for the Championships is confirmed the Championship Organiser will organise, **if necessary**, a site visit for themselves and the Key Event Officials, Chief Referee, SERC-O and CPR-O. The intention of the site visit is to confirm that the venue measurements meet the RLSSA facility standards and familiarisation with venue facilities as well as inspecting the venue for the following which may lead to procedural changes being required:

- Briefing venue staff on the specifics of Life Saving events and some of the more unusual issues or requirements that can arise, especially SERC, Line Throw and positioning manikins for carry events. (Refer [Appendix C](#))
- Confirm allocation of competition and marshalling areas. Special focus on suitable areas for CPR competition area, SERC and CPR marshalling and competitor movement between marshalling and competition areas.
- Suitability and availability of recording equipment and associated timing devices.
- Storage areas available for APLSC equipment. Confirm delivery procedures.
- Confirm pool deck space and measurements required for specialised Life Saving events especially Line Throw, SERC.
- Inspect underwater fittings and water vents which may affect manikin positioning and movement for carry events.
- Inspect for safety issues involved with Speed events, in particular depth under any boom and starting area for safety issues associated with rescue tubes.

2.5.4 REGISTRATION AND ENTRY

The National Office in consultation with the Host STMO shall organise any registration that may be required to attend APLSC and associated functions including any fees. Registration may be required by all officials, coaches, team management, spectators and other participants as required by [Rule 1.11.4](#).

2.5.5 ENTRY PROCESSING

For details of the athlete/managers' role in the entry procedure refer Rule [1.11](#) and [1.12](#)

The processing of entries and the preparation of the event competition program is the responsibility of the Championship Organiser (CO) and they must be familiar with the APLSC entry Requirements [Rule 1.11](#) This includes ensuring that teams are provided with a 'Team Data Form' which is essential for accurate point scoring as well as the electronic entry files required to facilitate the event processing.

The Team Data Sheet, which is not part of the MM electronic process, must be lodged with the CO no later than by the conclusion of the Coaches'/Manager's meeting. As well as providing the Points Recorder with a copy of each Team Data form copies must also be provided to the Competitor Liaison desk, the Chief Recorder and both the SERC and CPR organisers.

Electronic Entry Procedures and Responsibilities

The software programs owned and used by RLSSA for entry and recording are Hy-Tec products - '*Team Manager*' and '*Meet Manager*' (MM).

When the venue for the APLSC is confirmed the CO or Host STMO must confirm with venue management that the RLSSA MM software will interface effectively with the venue's AOE system.

A copy of the APLSC MM events file should be supplied to the venue by the CO in the week prior to the Day 1 of competition. The CO, in consultation with the Chief Recorder, will organise a computer interface check on the day prior to the first event.

The CO must prepare a *Meet Manager* file for the current APLSC competition, called the APLSC Program file, and then save a copy of the associated entry file ready for distribution as part of the registration/entry procedure. Team managers should receive the entry file along with '*Team Manager Lite Instructions*' document that provides the exact entry instructions on how to enter competitors and submit files. [Refer Rule 1.11.5](#)

Note: The MM Program file has the CPR and SERC events included. Entries for these events are entered in a similar manner to the speed events.

Event entries must be submitted electronically, and any hard copies should be returned with a request for the electronic copy.

The electronic entry processing procedure is:

- The '*Team Manager Lite*' Entry system must be used by managers to enter their competitors.
 - The event entry must nominate which events each competitor is to enter and an entry time where applicable.
 - Competitors and teams are not required to compete in all events and managers should not enter competitors in events they have no intention of contesting.
 - If no entry time is supplied, then the competitor will be entered as a "no time" and seeded in the slowest heat.

- The electronic entry requires that managers will download/import the current APLSC Program file (export the details to a .zip file)
- When a returned electronic entry file is received the CO should import it immediately into the MM program.
- Once an electronic entry has been entered a *'Team Manager'* form should be generated via *'Meet Manager'* and then returned to the relevant managers in a timely manner to check that their entries are correct.
- As soon as possible after checking the *'Team Manager'* form the Manager must advise the Championship Coordinator that either the entries are correct or provide details of any errors.
- Immediately after the closing date for entries the Championship Organiser will seed the APLSC event program using the downloaded entry information. [Rule 2.5.6 to 2.5.8](#)
- After the closing date the following applies:
 - Event entries received will be considered as late entries and the appropriate penalty fees may apply. [Rule 1.11.3](#)
 - Late event entries received and/or entry correction are only included in the competition if lane space and administration logistics permits their inclusion or correction.
 - All substitutions and withdrawals must follow the procedures outlined in [Rule 1.23.](#) [and Rule 2.5.8](#)

2.5.6 RECORDING and EVENT PREPARATION

Prior to the commencement of APLSC the CO is responsible for ensuring that all events have been organised according to the requirements below. For full details about event preparation and recording procedures refer to [Section 3](#), however the following are required prior to the start of APLSC.

The CO ensures that a complete copy of the speed event heats as well as the SERC and CPR draws are provided to each team at the Coaches'/Manager's Meeting. NB This information should also be available via the MM app once this meeting is completed.

On the day prior to the first day of competition automated/electronic event entry files are imported into the APLSC venue's recording software and becomes the responsibility of the Chief Recorder.

The recording for all CPR and SERC events is the responsibility of the event organisers.

As soon as possible after entries have been received competitor order in events will be determined.

- SERC and CPR order will be a random draw determined by the Event Organiser according to the requirements outlined in [Rule 1.18.6](#)
- Speed events will be seeded and organised according to submitted times. Heats will not be reseeded to accommodate late entries. (Refer [Rule 2.5.7](#) and [3.3.3](#))

All speed events conducted at the APLSC will be timed finals. A timed final is an event where a final is not conducted, and the final result is determined by times swum in the heats. At the direction of the National Sport Committee or at discretion of the Chief Referee, event/s may be nominated to be run with heats and finals. However, if there are only enough competitors entered for one heat to be swum, then it shall be deemed a final.

Additional to the CO collating the athlete entries they are also required is required to prepare the recording information for Speed events, point score, SERC and CPR organisation as outlined below.

Championships Point score recording.

- Ensure that the master point score spreadsheet file used to collate the Championship Point scores is updated.
- At least 1 month prior to the APLSC the CO ensures that the spreadsheet master file is prepared with athlete and team entries added for the Championships, saved as a separate file and then reviewed to confirm that the formula/links are operating correctly once the new data has been entered.

SERC and CPR recording (refer Section [5](#) and [6](#))

- The recording for these events is the responsibility of the event organisers.
- The CO, in consultation with the event organisers, will ensure that the Spreadsheet master files for these events are then reviewed to confirm that the formula/links are operating correctly.
- At least one (1) month prior to the APLSC the event organisers are responsible for providing a back-up copy of their event spreadsheet recording file to the CO.

The recording preparation procedures that apply to APLSC are summarised below but for more detailed information [Rules 3.1 to 3.3](#) should be consulted.

2.5.7 EVENT SEEDING

This section applies only to speed events.

According to submitted times speed events will be seeded and organised automatically by MM applying FINA seeding standards. MM may be amended manually to ensure no heat has less than 2 starters.

Heats will not be reseeded to accommodate late entries. (Refer [Rule 1.11.3](#)) The seeding method is described in [Rule 3.3.1](#).

Late Entries

Late entries received prior to the Championships will only be admitted where it can be demonstrated that the entry was received by close of entries but was inadvertently omitted by MM. Re-seeding may only occur where there was an entry time in the original entry and there is sufficient time to process the re-seed as described in the preceding paragraph. If no entry time was submitted the competitor will be placed in the slowest heat with a vacant lane. Once the Championships have begun late entries will only be permitted with Chief Referee approval.

2.5.8 USE OF VACANT LANES

Composite relays or SERC may be formed and compete according to [Rule 1.16](#), prior to the APLSC start. Once the competition has begun composite relays and SERC may be formed but only at the discretion of the NSA in consultation with the Chief Referee, and only where a vacant lane is available. [Refer 1.13.8](#)

2.5.9 SPEED EVENT TIMING

All speed events at APLSC shall be timed and recorded by Automatic Timing Equipment (AOE) noting that FINA protocols should be used for all timing and recording procedures not covered in this Handbook.

The operation of AOE shall be under the supervision of suitably qualified appointed recording officials which should be sourced by the CO or Host STMO if no suitably qualified RLSSA official is available.

Times recorded by AOE shall be used to determine the winner, all race placings and the time applicable to each lane.

Any timing equipment installed must not interfere with the athlete's starts and turns, or their equipment usage. If there is an issue, then this should be identified as part of the pre-venue inspection and brought to the attention of the Chief referee and Safety officer who in consultation will decide what concessions need to be made and what information MUST be passed onto athlete managers either prior to the competition or at the Coaches'/Managers' meeting.

2.6 CHAMPIONSHIP MEETINGS

2.6.2 BRIEFING OF OFFICIALS

A general briefing of competition officials shall be held by the Chief Referee and NSA prior to the competition. The SERC-Coordinator, CPR- Coordinator and Championship Organiser will also be in attendance. This briefing is to include:

- Specific site/facility safety issues and risk management strategies/control measures including **emergency procedures.**
- Clarification of program timing, competition areas and any special venue requirements.
- Clarification and explanation of aspects of the competition, including SERC and CPR events.
- Clarification and explanation of the event Rules, emphasising any current Rule changes.
- Confirmation of official roles and specialised event briefings.

Additional briefings for officials involved in specific events such as SERC or CPR may be required prior to the commencement of an event. These briefings will be scheduled by the specific event organiser so as to not delay any other event on the Championship program.

2.6.3 BRIEFING OF COACHES AND MANAGERS

A coaches/managers' briefing should be held before the commencement of the competition. The briefing will be chaired by the NSA or a member of the National Sport Committee. The Championship Coordinator, Chief Referee, SERC Coordinator and CPR Coordinator should also be present at this briefing. If possible, the Competitor Liaison official should also be in attendance. The following information needs to be addressed:

- Outline the timing of events (including social); facilities available at pool; marshalling area; training/warm up facilities and times.
- Specific site/facility safety issues and risk migration strategies/control measures including emergency procedures.
- Provide an opportunity for any questions and/or clarification as required.
- Notification of the Convenor of the Appeals and Disciplinary Committees.
- Distribution of appropriate paperwork such as event withdrawal forms, protest forms.
- Competitor briefing sheets distributed for SERC.
- Media Privacy forms and media passes to access competition areas.
- Managers should confirm team composition through lodgement of Team Data forms.

Note: If a team is not represented at the scheduled Coaches'/Managers' Briefing they should approach the Championship Organiser at the earliest opportunity who will provide the relevant distributed paperwork. There is no requirement for this person to summarize the meeting but, if time permits, they may provide an overview of the meeting.

Further unscheduled briefings may be required prior to the immediate commencement of an event or competition session to provide updated information. These briefings are only to pass on relevant information such as a change of program or conditions and are not usually a forum for discussion. Such briefings will be undertaken by the Chief Referee or their representative. For SERC or CPR events such a briefing may be undertaken by the relevant coordinator immediately prior to the respective event. The call to these briefings will be announced over the loudspeaker system of the venue.

If a team is not represented at an unscheduled briefing, they should approach Competitor Liaison who will endeavour to provide the relevant information.

2.6.4 EVENT BRIEFING FOR ATHLETES

Specific information may be required prior to the immediate commencement of an event. This will be undertaken by the Chief Referee or their representative. For SERC events this briefing will be

undertaken by the relevant SERC Coordinator, or their deputy once security lock-up has closed. For CPR events this may be undertaken by the relevant CPR Coordinator or the Chief Marshall.

2.7 FUNCTIONS

Official functions will be conducted at all APLSC and should include:

Opening Ceremony U14 Presentation and Welcome Function**

Medal Presentations APLSC Award Presentation Dinner**

Officials Thank You Dinner (optional)**

**Refer [Appendix D](#) for the details of function organisation and program protocols.

Note: Optional Seminars or accreditation courses may also be organised.

2.7.1 OPENING CEREMONY

An Opening Ceremony will be held on day 1 prior to the first event and will consist of the following:

- Parade of teams.
- Australian National Anthem.
- Welcome to Country by Local Indigenous elders or land council, or Acknowledgement of Country by Host STMO Representative.
- Official Welcome by Host STMO
- Administration of Oaths (Refer Rule [2.6.5](#) below) to athletes, team managers/coaches and officials.
- Official Welcome by either the RLSSA President, Host STMO President NSA or RLSSA Board member

Playing of ILS song is optional.

2.7.2 PARADE OF TEAMS

The parade of teams is led by the Officials then followed by the states and Territories. Each Interstate team shall march behind their State Flag and are followed by their state individual athletes and clubs. The previous year's overall Interstate Champion leads the parade of Interstate teams and the last to march in the parade is the host state.

The parade of teams may be replaced with a parade of flags. i.e., 1 flag bearer flagged by either 2 or 4 team members.

2.7.3 OATHS - CODE of BEHAVIOUR

Oaths will be taken at the official opening ceremony to reinforce the RLSSA commitment to the Sporting Code of Ethics and Behaviour. For more detail about the Opening Ceremony Refer [Rule 2.6.2](#)

- **ATHLETES' OATH** "In the name of all competitors, I promise that we shall take part in these Championships respecting and abiding by the Rules which govern them, committing ourselves to a sport without drugs, ethically and honestly, and competing with a spirit of sportsmanship and fair play."
- **MANGERS' AND COACHES' OATH** "In the name of all the managers and coaches, I promise that we shall commit to exemplary leadership consistent with Royal Life Saving Code of Conduct and it's guiding principles, respecting and abiding by the Rules of these Championships in the true spirit of sportsmanship and fair play."
- **OFFICIALS' OATH** "In the name of all officials, I promise that we shall officiate in these Australian Pool Life Saving Championships with complete impartiality, respecting and applying the Rules which govern them consistently and in the true spirit of sportsmanship and fair play."

2.7.4 AWARD PRESENTATIONS

All medal and award presentations should have the following elements:

- Presentations will be announcer using a public address system.
- Presentations will be staged on a podium or dais.
- An official presenter will present the medals and awards.
- Official photographs will be taken.

The official medal presentations for events are conducted throughout the APLSC.

The official presentation of APLSC Point Score Championships and perpetual trophies shall be conducted at the Official APLSC Presentation dinner and follow guidelines outlined in [Appendix D](#).

The official presentation of U14 Champions will be conducted at the Welcome Function held at the conclusion of the APLSC Day 1 events and follow the guidelines outlined in [Appendix D](#).

2.7.5 USE OF FLAGS and BANNERS

Each team shall bring a state/territory flag to the Championships. The organisers may request the flags and banners be officially displayed at the competition venues, official functions and award presentations.

The Organising Committee may provide banners or plates indicating a state, territory or club during official functions.

State flags or Banners should be carried at the Opening Ceremony. Club flags or banners may also be carried.

It is also permitted to casually display flags or banners at the competition venue with the approval of venue management, but they must not obscure the view of officials or spectators. Flags and banners are permitted at the Official Presentation Dinner with the approval of the Function Organiser provided they are small table banners that are not larger than A4 size.

2.8 OFFICIALS

2.8.1 OFFICIALS' DUTIES

The Chief Referee shall appoint officials for speed events. The SERC and CPR Organisers will consult with the Chief Referee before the final appointment of officials is made for these events.

Anyone wishing to fulfil a Key Official role at an APLSC must have the appropriate RLSSA accreditation and provide evidence of relevant experience at a Branch or National level. **All officials' applications must be endorsed by their STMO prior their appointment to a position.**

Officials are expected to apply the APLSC Rules fairly, consistently and impartially. They are also expected to abide by the **RLSSA Code of Ethics and Behaviour** Refer [Appendix A](#) and [Rule 1.19](#). STMO's may liaise with the National Office to run suitable official's training courses.

Officials should be familiar with the duties of the role to which they are appointed. However, all roles have the following responsibilities:

- Keep clear written records including observations, of any infringement of competition rules or conduct violations that may be required for consideration at a later time.
- Must be positioned to ensure they have a clear view and adequate movement within their designated officiating area.
- At all times be aware of the safety and welfare of other competition participants and immediately report concerns.
- Attend all appropriate briefings, review event procedures and paperwork. (Refer [Rule 2.6.2](#))

At times it may be appropriate for some of the official roles to be combined providing that the provision of safety is not compromised.

During a competition, officials may not 'coach' or similarly assist a competing team. Allegations of this behaviour will be referred to the Chief Referee or the Championship Organiser who may then refer the matter on to the Disciplinary Committee.

An official found to be in violation of the RLSSA Code of Conduct shall be declared ineligible to continue to act as an official at the competition and further penalties may apply.

2.8.2 OFFICIAL DRESS

Unless provided with an Official uniform, white shirts and navy shorts, pants or skirts should be worn. Sun safe hats and other protective clothing should be worn where appropriate. All official, except equipment movers should wear good grip shoes with a closed in heel.

Officials may be required to wear coloured t-shirts or bibs to denote particular official positions. e.g., Chief Referee

2.8.3 OFFICIALS' ALLOCATIONS

The following table provides the recommended minimum number of officials to conduct a National or international event such as APLSC and their minimum appropriate RLSSA accreditation level. The table is followed by a summary of the specific roles of each official position.

Note 1: * Indicates that these positions should only be allocated to a person with specialised qualifications, training or experience to undertake these roles - AOE Operator, Meet Manager Operator or Safety/ Medical.

Note 2: ** At APLSC speed events shall be timed and recorded by Automatic Operating Equipment (AOE). Back-up timing should be provided by least two (2) timekeepers, Refer to **Rule 3.4** for required number of timekeepers when no AOE is operating.

| OFFICIAL | SPEED EVENTS | SERC | CPR |
|-------------------------------------|--------------|------|-----|
| Championship Coordinator | 1 | 1 | 1 |
| Chief Referee (L3) | 1 | 1 | 1 |
| SERC Coordinator (L2) | 0 | 1 | 0 |
| CPR Coordinator (L2) | 0 | 0 | 1 |
| Deputy Referee (L3) | 2 | 1 | 0 |
| Event Director (L3) | 1 | 1 | 0 |
| Competition Manager (L3) | 1 | 1 | 0 |
| Appeals' Convenor (L2) | 1 | 1 | 1 |
| Equipment Coordinator (L2) | 1 | 1 | 1 |
| Safety Officer / First Aid * | 1 | 1 | 1 |
| Competitor Liaison (L2) | 1 | 1 | 1 |

| OFFICIAL | SPEED EVENTS | SERC | CPR |
|---|--------------------|-----------------|----------------|
| Lane Judges (L2) | 4 | 0 | 0 |
| SERC / CPR Technical Judge (L2) | 0 | 7 max per test | 2 max per test |
| Turn / back line Judges (L1) | 4 | 0 | 0 |
| Chief Timekeeper (L2) | 1 | 1 | 0 |
| Chief Finish Judge (L2) | 1 | 0 | 0 |
| Finish (Place) Judges (L1) | 3 | 0 | 0 |
| Timekeepers (L1) ** | Ideally 3 per lane | As required | 1 per test |
| Starter (L2) | 1 | 1 | 0 |
| Check Starter (L1) | 1 | 1 | 0 |
| Marshall (L2) | 1 | 1 | 1 |
| Assistant Marshall (L1) | 1 | 3 (as required) | 3 |
| Automated Officiating Equipment (AOE) Operator * | 1 | 0 | 0 |
| Meet Manager Operator* | 1 | 0 | 0 |
| Equipment Assistants - may be required to enter water | 4 minimum | 2 | 1 |
| Announcer | 1 | 1 | 1 |
| Chief Recorder (L2) | 1 | - | - |

| OFFICIAL | SPEED EVENTS | SERC | CPR |
|----------------------|--------------|------|-----|
| Recorders (L1) | 2 | 2 | 2 |
| Point scorer (L2) | 2 | - | - |
| First Aid Officer | 1 | 1 | 1 |
| Presentation Steward | 1 | 1 | 1 |
| Medallion Stewards | 1 | 1 | 1 |
| Runners | 2 | 2 | 1 |

2.8.4 OFFICIALS – ROLES AND RESPONSIBILITIES

Official's full roles and responsibilities are detailed more fully in the RLSSA Pool Life Saving Official's training program. A summary of the duties of specific official positions are provided below.

An official appointed to a technical role is required to apply the rules and regulations of events by making judgements on performance and rule infringements.

When performing their role all officials should take into consideration the safety and welfare of competitors and other officials as well as their own personal safety.

2.8.4a KEY and SENIOR OFFICIALS

Key officials and appointed senior officials undertake the main leadership roles during APLSC. They implement the rules and regulations governing the competition and events being conducted in the particular area of their control. Their professionalism, attitude and manner towards the other participants sets the overall tone for the competition.

Senior officials are appointed to support the Key officials in the overall conduct of the competition by either controlling specific competition or supervising a group of fundamental officials. They are responsible for ensuring the communication between officials is appropriate and efficient.

Key officials should at all times be aware of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Chief Referee, the Championship Organiser, and the Safety Officer (in necessary). They should respond

immediately to any reports of safety concerns received from any competition participant including spectators and lifeguard personnel.

i) **CHAMPIONSHIP COORDINATOR**

The Championship Coordinator reports to the National Sport Committee and is responsible for the organisation of the competition within the parameters established by this Handbook. This may include the appointment of additional workforce and volunteers beyond those appointed by the Chief Referee. Once the Championships begins they are responsible to the Chief Referee for the conduct of the Championships.

ii) **CHIEF REFEREE**

The Chief Referee shall have the authority to appoint officials, enforce all RLSSA Rules and NSC decisions for the duration of the competition and may intervene at any stage to ensure that RLSSA regulations are observed.

The Chief Referee is responsible for ensuring that all rules and regulations governing the Championships and the events being conducted are implemented and applied fairly. They shall consider and adjudicate upon reports, misconduct, protests and breaches of rules. Any decision made may be subject to protest or appeal.

The Chief Referee shall consult with the NSA on all questions not covered by the Rules, any serious discipline offences and on any question of participant safety.

In conjunction with the Championship Organiser the Chief Referee shall ensure that teams are duly informed of any changes and will conduct pre and post briefings as required in [Rule 2.6](#).

Safety: The Chief Referee is responsible for ensuring that the safety and welfare of competitors, officials and other personnel and has the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Safety Officer.

Note: The Chief Referee must also, as soon as possible, notify the Championship Organiser, Safety Officer and the NSA of their action.

iii) **SERC COORDINATOR (SERC-O)**

The SERC-O is responsible for the design, organisation and staging of all SERC events within the nationally approved protocol. They shall take control of the SERC area and enforce all RLSSA rules and NSC decisions for the duration of the SERC events. They may intervene at any stage to ensure that RLSSA regulations are observed.

The SERC-O shall consult with the Chief Referee on all questions not covered by the Rules including any serious discipline offences.

In consultation with the Chief Referee the SERC-O shall ensure that teams are duly informed of any changes and will conduct pre and post briefings as required in [Rule 2.6](#).

Safety: The SERC-O is responsible for ensuring the safety and welfare of competitors, officials and patients during SERC events. They have the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

iv) **CPR COORDINATOR (CPR-O)**

The CPR Coordinator is responsible for the organisation and staging of all CPR events within the nationally approved protocol. They shall consult NSA and National Office on decisions about the manikin and CPR equipment to be used for the actual competition.

They shall take control of the CPR events and enforce all RLSSA Rules and NSC decisions for the duration of the CPR events and may intervene at any stage to ensure that RLSSA regulations are observed.

The CPR-O shall consult with the Chief Referee on all questions not covered by the Rules including any serious discipline offences.

In consultation with the Chief Referee the CPR-O shall ensure that teams are duly informed of any changes and shall conduct pre and post briefings as required in [Rule 2.6](#).

Safety: The CPR-O is responsible for ensuring the safety and welfare of competitors, officials and other personnel during the CPR events. They have the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

v) **DEPUTY REFEREE/S**

The Deputy Referee/s shall assist in the conduct and organisation of the competition, and in the absence of the Chief Referee, assume their authority and responsibility.

The Deputy Referee/s shall either take control of a particular area of the competition with the Chief Referee's authority, be assigned to a specific role or be designated a specific authority. The Deputy Referee/s will supervise or assist in the set-up of courses and equipment for each event.

The Deputy Referee/s will allocate duties and responsibilities to other judges in their area. They will ensure that officials under their supervision are positioned so that they can carry out their duties effectively.

vi) **EVENT DIRECTOR**

The Event Director shall be responsible to the Chief Referee or Deputy Referee for the control and organisation of the competition start area for all speed and SERC events. They are responsible for the set-up of the pool and competition area, including the placement of the equipment and markings, they work with the Deputy Refs during the events in terms of readiness for competition including equipment. They oversee the safety of the start and safe equipment placement when required.

At the conclusion of each race the Event Director is responsible for overseeing and collating all result paperwork relating to each event including any disqualifications and ensuring that they are received by recording.

The Event Director (and the starter) will be responsible for recalling competitors by whistle signal or other means if in their opinion the start conditions were breached, or the start was not fair.

vii) **COMPETITION MANAGER**

The Competition Manager shall be responsible to the Chief Referee for the control and organisation of the areas off pool deck. They coordinate communication between the Championship Organiser and Chief Referee.

The Competition Manager maybe required to oversee the safe handling of rescue tubes during tow events, and when required, may fill the position of competition safety officer.

When events are run concurrently such as the CPR and SERC events the Competition Manager will oversee the communication between Key Officials as well as marshalling and movement of athletes between one competition area and the other.

NOTE: The Competition Manager role may be allocated to a Deputy Referee.

viii) **CHIEF RECORDER**

The Chief Recorder shall be responsible for the overall record keeping, calculation of results, and release/display of official results for all competition events. They are responsible for the receipt of any written results from the Event Director. In the case of an event protest or appeal they must hold, and release results as required.

At APLSC they are responsible for ensuring all venue AOE and computer operators are fully briefed on the events and any special RLSSA requirements. They oversee the electronic interface between RLSSA entry and venue equipment.

Once the Championships begin, they shall ensure that all event results are directed to the Point scorers as required. They will also be responsible for the receipt of the results from the CPR and SERC recorders and ensuring that they are entered into the overall Championship results. **They shall ensure that all Championship records are acknowledged.**

They shall complete World Record applications for signature by the Chief Referee and ensure that all applications are collated and passed to the Championship Organiser for dispatch to ILS at the conclusion of the Championships.

ix) **EQUIPMENT COORDINATOR**

The Equipment Coordinator (Equip-O) is not responsible for the correct assembly and transport of equipment to the APLSC venue. The Equip-O role begins 24 hours prior to the APLSC commencement.

The Equipment Coordinator is responsible for ensuring that the event distance markings and all equipment supplied for use by competitors is scrutinised and is compliance with RLSSA standards and requirements. The competition equipment includes the CPR and SERC equipment as well as that required for the speed events. All equipment required for recording and administration is the responsibility of the Championship Organiser.

The Equipment Coordinator shall:

- Supervise the workforce involved in assisting with equipment and competition area preparation.
- Arrange a program and timetable for the inspection of competition gear and equipment prior to its use,
- Regularly inspect competition gear and equipment during and/or after an event as required.
- Coordinate equipment handling as required.
- Liaise with the Chief Referee on equipment loaning procedure.
- Liaise with, or advise, the Chief Referee on infringements and any concerns raised by competitors, team managers or coaches about the competition equipment.
- Be responsible for the correct measuring and marking of the pool to comply with all event requirements. This duty must be in consultation with the Chief Referee and Competition Manager.

Safety: The EQUIP-O is responsible for ensuring the safety and welfare of competitors, officials and patients and has the authority to immediately halt wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

The Equip-O will maintain a record of gear/equipment and report to the Chief Referee and the Championship Organiser any loss or damage during the Championships. At the conclusion of APLSC they will ensure all equipment is accounted for and properly stored ready for return or transport to its normal storage location. They will also provide a report and recommendations to the NSC and Championship Organiser for consideration on equipment/ gear for future APLSC competitions.

2.8.4b FUNDAMENTAL OFFICIALS

These officials are appointed by the Chief Referee in consultation with other Key officials. The duties of these officials are essential for a successful competition. It is essential that these officials understand their roles and responsibilities and carry them out efficiently and professionally.

Safety: Every official should be aware of the safety and welfare of other officials and participants as well as competitors. If they have any concerns, they must notify their supervising official or the Chief Referee immediately.

i) LANE JUDGE / SERC JUDGE / CPR JUDGE (Technical Official)

These judges are a judge of fact and are assigned to a particular area to observe the conduct of an event. They are required to assess whether the technical ability of the competitors under their observation complies with the specific event rules and allocate marks or points where necessary.

They shall report any breach or infringement of the Rules to the Deputy Referee / relevant coordinator.

ii) **COMPETITOR LIAISON OFFICER**

Competitor Liaison officers are the first point of contact for competitors, coaches, team managers and competition officials to provide assistance relating to Rules, standards and procedures. They receive or distribute information, either written or verbal, as required. This may include heat sheets, team results or protest forms.

They shall liaise with the Chief Referee or Championship Coordinator advising of any concerns raised by competitors, coaches or team managers relating to the events or safety issues.

They shall also provide assistance and guidance for competitors, coaches and team managers on protest and appeal procedures.

iii) **CHIEF FINISH JUDGE (Chief Place Judge)**

The Chief Finish Judge will allocate duties and responsibilities to other finish judges and locate and position them so as to best determine the finishing order and recording of event results. The Chief Finish Judge will collate the finish order results received from the finish judges to arrive at a final race result to be confirmed by the Chief Referee or Event Director.

iv) **FINISH JUDGE (Place Judge)**

The finish judges will determine the finish order of all competitors in a race, without referring to any result board, and will be positioned to ensure the best uninterrupted view of the finish of a race. Without conferring, and in silence, they must record the finish order of each competitor in a race. Once all the competitors have finished, they will pass their decision onto the Chief Finish Judge and will report any anomalies to the Chief Finish Judge or Event Director.

v) **TURN / BACK LINE JUDGE**

The turn judge / back line judges are responsible to a nominated Deputy Referee to ensure the following are conducted in accordance with the event Rules within their allocated area:

- Turns in speed events,
- Relay changeovers,
- Manikin placement and pickups,
- Monitor the throw area in the line throw event.

vi) **CHIEF TIMEKEEPER**

The Chief Timekeeper is responsible to the Chief Referee for lane allocation and coordination of the timekeepers and timekeeping. They shall liaise with the Event Director if there is any discrepancy with times. They shall also oversee the safety of the start area for both the officials and competitors.

They will also allocate additional timekeepers into backup roles as required.

vii) **TIMEKEEPER**

Timekeepers are responsible to the Chief Timekeeper for their allocation of duties. They are responsible for the timing of the competitors allocated to their area and ensuring that all times and required information is correctly recorded.

viii) **STARTER**

The starter shall have full control of the competitors from the time the Event Director passes responsibility over to the starter, until the race has commenced with a fair start. The starter must follow the start procedure outlines in [Rule 4.9](#).

In consultation with the Event Director the starter shall:

- Decide if the start is fair and whether to disqualify competitors under the Rules of individual events e.g., False start.
- Report a competitor to the Chief Referee for delaying the start, for wilfully disobeying an order, or for any other misconduct taking place at the start.

Note: Only the Chief Referee may disqualify a competitor for such delay, wilful disobedience, or misconduct.

ix) **CHECK STARTER**

The Check Starter shall work in conjunction with marshalls and the starter or Event Director to ensure competitors are appropriately positioned for the start of each event. They coordinate the movement of the competitors from the marshalling area into the start area and signal when competitors are ready to start.

For SERC events they are responsible for ensuring competitors are in position for a safe entry to the competition area at the start signal while ensuring the competitors are unable to see the competition area until the starting signal sounds.

x) **MARSHALL**

The marshalls shall be responsible for assembling the competitors in the appropriate order prior to each race and event, and for maintaining discipline among competitors before the start. The marshal is responsible for handing competitors over to the check starter prior to the start of each race.

xi) **AOE OPERATOR**

The AOE operator will be responsible for operating all Automatic Officiating Devices as required, e.g., timing equipment and recording.

xii) **EQUIPMENT ASSISTANT/S**

The equipment assistant/s will be directed as required by the Equipment Coordinator in relation to all competition equipment needs, movement and placement. The equipment assistant/s must be prepared to enter the water to position equipment correctly.

xiii) **ANNOUNCER**

The announcer shall be responsible for ensuring that all information announcements are broadcast over the public address system as directed by the Chief Referee to keep participants informed as to the progress of the competition.

In addition, the announcer shall also provide commentary for the events as directed and liaise with the Competition Coordinator regarding the presentation of medals and trophies to competitors at appropriate times.

During the SERC event they must be aware of the special security conditions required for the event announcing.

xiv) **SPECIALIST RECORDER**

Specialist recorders are required for CPR and SERC competitions and as such are under the direction of that Event Co-ordinator. They receive, check and collate all event scoring sheets and record the scoring data. They are responsible for the calculation of the event results; the distribution or release of official results are the responsibility of the Event Co-ordinator.

xv) **RECORDER**

The recorder is under the direction of the Chief Recorder and will assist with record keeping, data entry, document checking, calculation of results, distribution or release of official results for all competition events.

xvi) **POINT SCORER RECORDER**

The Point scorer shall be responsible for the overall calculation of the Point score Championships which cannot be calculated by the event computer program. The Point scorer must work in consultation with the Chief Recorder but is directly responsible to the Competition Organiser. At the conclusion of the calculations will pass all documentation to the Competition Organiser for checking before release.

xvii) **APPEALS CONVENER**

An Appeals Convener should be familiar with [Rule 1.24](#) An Appeals Convener is responsible assembling an Appeals Panel when a team or competitor lodges an appeal against a Protest decision by the Chief Referee or when a matter is referred to the Appeals panel by the Chief Referee. Prior to the start of competition, the Appeals Convener should confirm with Competition Organiser and/or National Sports Adviser who is available to be a member of an Appeals panel.

2.8.4c SAFETY PERSONNEL and WORKFORCE

RLSSA appoints appropriately experienced safety and emergency personnel as well as people for the operational organisation and non-competition aspects of the competition.

These positions shall be appointed by the Championship Organiser in consultation with the Organising Committee and Chief Referee.

The duties of these officials are essential for a safe and successful competition. It is essential that these officials understand their roles and responsibilities and carry them out efficiently and professionally.

i) **FIRST AID OFFICER**

A first aid officer must be present or appropriate first aid facilities available during all sessions of any competition.

The first aid officer must ensure all paperwork for any treatment is completed and provided to the designated National Office representative.

ii) **WORKFORCE**

Workforce officials are those roles that do not require a knowledge of the event rules or competition structure. Their role is to support the qualified officials and Host STMO organisers. Their duties are many and varied but usually cover such things as runners, escorts, hospitality and 'front of house' but may extend to equipment movement, repair and cleaning.

While they are directed by the Competition Manager or the Championship Organiser, they are still responsible to the Chief Referee for their actions.

iii) **SAFETY OFFICER**

A person appointed as APLSC Safety Officer may be a paid staff member or volunteer and shall have appropriate risk/safety and emergency management training qualifications and/or extensive relevant demonstrated skills and experience. The main responsibility of the Safety Officer is to ensure the safety of all APLSC participants which includes competitors, officials, and spectators.

The Safety Officer must provide the Risk Management and Safety Management plans to the Championship Organiser and Chief Referee at least 6 weeks prior to the start of APLSC.

Prior to the competition the Safety Officer shall:

- Be a member of the Organising Committee.
- Develop, review and/or update risk management and/or safety management plans, policies, procedures and arrangements for the competition.
- Be involved with, or advised on, all planning and development of safety, logistical and operational organisation.
- Consult with, and advise, the Championship Organiser, Chief Referee and Organising Committee to ensure that all competition facilities and environments are safe for use.

During the competition The Safety Officer shall:

- Be familiar with all APLSC Risk Assessments undertaken and venue safety requirements, especially the safety requirements outlined below in **Rule 2.9**.
- Ensure that all competition facilities and environments are safe for use.
- Ensure that the appropriate safety plan, equipment and competitors/official movement procedures are in place.
- Ensure that the appropriate safety plan, equipment, procedures, and emergency personnel are in place.
- Maintain during the competition formal records of advice provided. A copy of these must be provided to Championship Organiser at the conclusion of the APLSC.
- Consider and advise on all matters relating to safety (both competition and non-competition), security and emergency services.

At the conclusion of the competition, they shall provide recommendations to the National Sports Committee, Chief Executive of the RLSSA and/or the Appointed Officer responsible for RLSSA Sport relating to improvements to policy, practice, procedure and/or process which contribute to ensuring the safety of competitors, officials and members of the public at future APLSC or other RLSSA Pool Life Saving Sport events.

2.9 COMPETITION SAFETY

A key priority for RLSSA competitions is taking appropriate steps to ensure the safety of all participants and members of the public. Therefore, the provision of a safe competition environment is essential and is a priority in competition planning. RLSSA has both the final responsibility and authority for any matters relating to safety.

2.9.1 RESPONSIBILITIES – NATIONAL OFFICE (RLSSA)

In accordance with the relevant work health safety acts and regulations RLSSA is responsible for ensuring appropriate measures are in place to eliminate the risk of harm occurring to any person arising from the delivery of the APLSC. Where this is not possible, RLSSA will put in place appropriate measures for minimising the risk of harm to as low as is reasonably practicable.

RLSSA will convene committees or working groups to ensure its policies, procedures and practices are in line with community expectations and contemporary best practice. To achieve this, whether voluntary or paid, they will use various experts in aquatic safety and pool Life Saving sport.

The RLSSA CEO will ratify the appointment of the APLSC Safety Officer.

2.9.2 RESPONSIBILITIES – NATIONAL OFFICE (RLSSA)

The NSC is responsible for considering any recommendations, and supporting any decisions, made by the RLSSA or its officers which relate to competitor, official, staff or public safety.

2.9.3 RESPONSIBILITIES - ORGANISING COMMITTEE

In the delivery of APLSC the Organising Committee is responsible for:

- Consulting with RLSSA on any risk management plans or safety management plans and arrangements they have developed.
- Ensuring that the facility selected for competition meets the Venue Safety Requirements listed below. Refer **Rule 2.9.5**
- The provision of adequate resources to ensure appropriate risk management arrangements are in place to ensure the safety of competitors, officials, and spectator.
- The appointment of a suitably qualified Safety Officer.
- Ensuring that the personnel and safety procedures for risk management and safety plans are in place before the Championships proceed.
- Informing all competition participants of the RLSSA risk management plans and safety management plans prepared for the competition.

Note: APLSC will not proceed until both the Safety Officer and Organising Committee are satisfied that the competition facilities are safe, and that the appropriate safety and emergency plan, equipment, procedures, and personnel are in place.

2.9.4 RESPONSIBILITIES – SAFETY OFFICER

A person appointed as APLSC Safety Officer may be a paid staff member or volunteer and shall have appropriate risk/safety and emergency management training qualifications and/or extensive relevant demonstrated skills and experience.

Generally, the Safety Officer is responsible for the development and implementation of all risk assessment and safety Management plans. Detailed information about their responsibilities are found above in **Rule 2.8.4ciii**.

2.9.5 RESPONSIBILITIES – VENUE

In addition to the venue requirements to run sanctioned events, at the time of the competition the venue shall have in place:

- An emergency management plan in accordance with AS3745-2010
- A risk assessment which covers delivery and supervision of aquatic sport events, including Life Saving sport
- A Supervision plan in accordance with GSPO Supervision Section
- Public liability insurance
- Suitably qualified pool lifeguards to supervise competitor, official and public safety before, during and after events.
- A current subscription to the RLSSA Guidelines for Safe Pool Operations (GSPO)
- Completion of a RLSSA Aquatic Facility Safety Assessment in the preceding 12 months from the competition date, in which it has scored no less than 90% on safety and/or compliance. This will demonstrate sufficient adherence to the RLSSA Guidelines for Safe Pool Operations, Australian Standards and other relevant state / territory regulatory requirements, such as public health and wellbeing and work health safety regulations.

2.10 RISK / SAFETY MANAGEMENT PLAN

A risk management plan shall be developed for the APLSC and shall be:

- Shared with the venue management, Host Branch, key officials and any services expected to participate in the case of an emergency.
- Explained at both the team manager and officials' briefings.

An outline of the plan, including availability and details of emergency medical facilities, should also be provided to each team manager and be available during the competition from the competitor Liaison.

The plan shall:

- Outline the facilities to be used during the competition by competitors, technical officials, competition personnel, and spectators.
- Include any evacuation plan, safety plans or safety information provided by the venue.
- Confirm supervision arrangements for all activities including high risk activities such as the use of scuba divers for equipment placement.
- Confirm first aid arrangements.
- Confirm emergency management arrangements.
- Confirm insurance arrangements.
- Identify the individuals with authority to initiate emergency procedures and the chain of command and coordination of emergency services, including the roles and responsibilities of venue staff, RLSSA staff and officials and volunteers.
- Identify safety equipment, personnel and protocols.
- Identify logistical information necessary for the raising of alarm and deployment of emergency services: such as access to competition venues, communications protocol and methods.
- Identify the emergency care facilities including the location, type of first aid and equipment on site.
- Identify the point at which any RLSSA Crisis Management plans come into effect.
- Identify the training, qualifications and experience required for various roles and the management systems in place for ensuring appropriate competency of all persons employed (whether voluntary or paid).

SECTION 3

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS

RECORDING, POINT SCORE AND AWARDS

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INTRODUCTION

This section provides information about the event organisation, recording, point score and presentation procedures.

Entry, timing and recording procedures for speed events not covered in this Handbook shall use the applicable FINA protocols. All events at APLSC will be run as timed finals but at the direction of the National Sport Committee or at discretion of the Chief Referee, event/s may be run with heats and finals.

Note: For administrative purposes the Coaches/Managers meeting is defined as the first event of the APLSC and as such is the Championship start.

3.1 APLSC RECORDING SUMMARY

The recording procedures used at APLSC can be summarised as event recording to achieve results for the 3 categories of events (speed, SERC and CPR) and point score calculation as summarised:

Speed Events – under the supervision of the Chief Recorder recording is performed electronically using purpose designed software, such as Meet Manager Active Hy-Tek Program (MM) linked to the venue AOE.

CPR – recording is entered into a spread sheet-based program by the CPR Recorder. However, individual CPR results are a component of the individual champion point scores and a result must be entered in MM. Actual CPR scores are not used and instead competitors are ranked highest to lowest score and assigned a finishing time to reflect that order. This allows MM to generate a result list and assign points based on that finishing order ensuring they are included in the MM report. Consolidated team results are a component of Overall Team Championship point score and these results must be forwarded to the Championship Points Recorder for inclusion in that points score.

SERC – recording is entered into a spread sheet-based program by the SERC Recorder. As team results are only required for Team Championship categories and are not needed for MM entry. SERC results are a component of Overall Team Championship point scores and must be forwarded to the Championship Points Recorder for inclusion in that point score.

Results recorded in each category are processed in accordance with these rules to determine:

Teams Championships –Undertaken by the Championship Points Recorder using a spread sheet program customized with points allocations and distributions, in accordance with [Rule 3.12.2 including](#) points blocking, set out in [Rule 3.11.5](#) of the Handbook. **NOTE:** This applies to both Interstate and Inter-club teams Championship.

Individual Age Championships, Male/Female – by Chief Recorder using MM pre-loaded with the APLSC points and using customised reports generated from MM. (refer [Rule 3.12.5](#))

The outline of the various APLSC recording processes is shown below:

3.1.1 SPEED EVENT RECORDING

- Uses the normal AOE procedures (FINA) noting that MM Point scores are only used under the conditions outlined below.
- The CPR and SERC results are received from the Event organisers and manually entered into the MM program.
- The Chief Recorder provides a copy of the final result for each speed event to the Points Recorder, announcer and for display.
- The Chief Recorder is responsible for ensuring that, at the conclusion of all the individual events, the ineligible competitors are removed from the MM individual age group Point scores report.

3.1.2 POINT SCORE RECORDING

- Receives the final result of each event and enters these into the spreadsheet designed to collate the Championship Point scores using the Rules below.

3.1.3 SERC and CPR RECORDING

Special recording requirements - Refer [Section 5](#) and [6](#)

- The recording for these events is the responsibility of the event organisers.
- The event organisers are responsible for providing a copy of their event results to both the Chief recorder and the Point Recorder as well as a copy to the Announcer and those to be posted for public display.

3.2 EVENT ORGANISATION

Entry processing and event preparation prior to APLSC will be undertaken by the CO as outlined in **Rules 2.5.5 to 2.5.9.**

3.2.1 RECORDING Preparation

Once the event organisation is complete, and not later than the day prior to the start of APLSC, the Chief Recorder will receive the database from the CO and will remain responsible for its use and security until the conclusion of the APLSC. This includes the generation of end of meet reports for individual age champions, male and female.

3.2.2 SPEED EVENTS

The Chief Recorder is responsible for the recording of all speed events and the distribution of results to the Chief Referee for sign-off and publication and the Chief Points Recorder (this copy does not need to be certified by the Chief Referee and point score changes can be made retrospectively).

Prior to APLSC Commencement

The Chief Recorder shall:

- load the database into the venue management software (currently Meet Manager (MM))
- run the database, certify it is functioning correctly,
- in conjunction with the AOE Operator, run the interface to connect MM to the venue AOE system and upload the meet data confirming the data exchange has been correctly completed.

Prior to the commencement of the 1st event:

- Set up recording room checking all required equipment is in place, in working order and all interfaces (MM-AOE, printer/s) are active.
- In conjunction with the starter and AOE conduct a test run of timing equipment.
- Confer with CO to ascertain/update any special conditions or venue considerations.
- Update MM/AOE with changes.
- Advise the AOE Operator and any venue/AOE staff of any special APLSC requirements for the conduct of pool LS where they may differ from FINA requirements e.g., elapsed time setting changes needed in AOE software for Line Throw, change of start end or other changes which venue staff may undertake as part of the hire agreement.

3.2.3 SERC / CPR EVENTS and point score

Prior to APLSC commencement the officials who are responsible for the SERC, CPR and point score recording undertake the following duties.

The Points Recorder will confirm:

- That the formula/links are operating correctly prior to entering any points.
- All eligible teams have been entered into the correct point score categories.
- The transfer of event results and relevant documentation from the specific recording areas.

The SERC and CPR event organisers will:

- Confirm the recording area for their events is organised to suit their event requirements.
- Confirm that all recording equipment is in good working order.
- Ensure that their event recorders are familiar with the recording protocols required.

3.2.4 EVENT SEEDING

SPEED EVENTS

All events are seeded prior to the commencement of the Championship by the CO (Refer [Rule 2.7](#)) noting that Speed events will be seeded and organised according to submitted times while SERC and CPR order will be a random draw.

All heats should have a minimum of 2 competitors even if this results in a vacant lane in the previous or subsequent heat. All speed events conducted at the APLSC will be timed finals. A timed final is an event where a final is not conducted, and the final result is determined by times swum in the heats.

CPR and SERC:

These events are not seeded. Start order is determined by random draw from the pool of entries by the respective event organiser and a neutral observer.

CPR – CPR O provides results in score order, highest to lowest, and distributed for use as follows:

- a) To Chief Recorder - Individual results contribute to Individual Point Score Champion and are entered in MM manually.
- b) To Point Recorder – highest placed member in each Interstate team (and Interclub when relevant) is extracted, the list re-ordered, highest to lowest. Points are allocated, entered in the Overall Teams Point score, and re-distributed in accordance with [Rule 3.12.4](#).

3.3 SPEED EVENT ORGANISATION

3.3.1 TIMED FINALS - SEEDING

Seeding is an automated process in MM where competitors are allocated to heats and lanes using the FINA protocol based on entry times where provided. Events may be re-seeded by the Chief Recorder at any time to incorporate changes which occur after that time.

The FINA seeding protocol can be summarised in the following manner:

- Competitors and teams shall be ranked according to their entry times fastest to slowest followed by those with no entry time.
- Entries with no time are deemed equal slowest and are allocated randomly.
- All races will have the fastest competitor assigned to the middle lanes and the slowest competitors in the outside lanes as described below.
- ***If two or more heats:*** the fastest competitors shall be seeded in the last heat according to assignment of lanes, the next fastest competitors into the second last heat, and so on until all competitors have been allocated a heat and lane according to submitted times.
- Competitors for whom no times are submitted shall be considered to have the slowest times. Placement of those without times shall be determined by draw.
- All heats should have a minimum of 2 competitors even if this results in the previous heat having a vacant lane.
- ***One heat;*** if there are only sufficient entrants for 1 heat the event will be run as a straight final.

3.3.2 ASSIGNMENT OF LANES

This description assumes APLSC will be conducted using 8 lanes.

In each race, heat or final, the fastest entry is allocated to lane 4 and then in ascending time order to lanes 5-3-6-2-7-1-8 noting no heat shall be conducted with less than 2 starters Competitors with identical times shall be assigned lane positions by draw within the aforesaid pattern.

3.3.3 LATE ENTRIES and withdrawals

Once the Championships have begun -

- Late entries will only be admitted under [Rule 1.11.3](#).
- All late entries, substitutions and withdrawals must be processed by the Chief Recorder who will ensure that any relevant information is referred to specific event organisers.
- Re-seeding that may delays in the competition must be approved by the Chief Referee. See [Rule 3.3.4](#) below.

3.3.4 EVENT RESEEDING

After the APLSC has commenced, authority to approve a re-seed of an event rests with the Chief Referee. Approval will only be given where there is sufficient time to undertake the re-seed, advise the recording room and allow them to re-print and distribute amended start list for the affected event/heat to the Event Director, Marshall and Starter AND it does not delay the start of the event.

NOTE: With the approval of the Chief Referee entry changes/corrections may be made in MM up to one hour before the scheduled start time of an event with changes uploaded to the AOE program. Chief Recorder shall provide changed start lists to each of the Marshall, Chief Referee, Event Director and Starter.

NOTE: The Marshall moving a competitor to ensure a minimum of 2 starters in heat or combining heats does not constitute a re-seed.

Marshalling changes - Chief Referee and/or Marshall may also combine heats if there is a vacant lane available. In both cases the Chief Referee/Marshall must advise the recording room prior to the start of the race to enable MM and AOE to be updated to ensure results are correctly recorded.

3.3.5 USE OF VACANT LANES

Once the competition has begun composite relays and SERC teams may be formed at the discretion of the Chief Referee in consultation with either the NSA or Championship Organiser, and only where a vacant lane is available. [Refer Rule 1.13.8](#)

Composite/invitation SERC teams may only start where their inclusion does not disrupt the event timing and compromise the running of the meet. Where the number of teams exceeds the number of available lanes, the lanes will be allocated by ballot.

NOTE: These teams are not eligible for points or awards.

3.4 EVENT TIMING and RECORDING

RLSSA stipulates:

All speed event timing shall be in increments of 1/100th of a second. No lesser increment shall be used regardless of AOE capability to record in smaller increments.

At APLSC all occupied lanes shall be timed in every speed event/race with Automatic Operating Equipment (AOE) using FINA timing procedures and protocols which shall also prevail where the Handbook is silent on a particular situation.

AOE timing is defined as electronic timing activated by the starter as part of the audible race starting device and terminated by the competitor on touching the timing pad at the finish wall. AOE times shall prevail over semi-automatic or manual times except as provided for below.

In addition to AOE a minimum of two (2) timekeepers per occupied lane is required who shall use AEO-connected semi-automatic plungers/buttons. Manual stopwatches may be used as backup where AOE connected buttons are unavailable/in case of AOE failure.

AOE equipment must not interfere with a competitor's start or turns or their competition equipment to be used in the event. **NB: In Line Throw events only**, the Chief Referee may direct manual timing only be used where it is determined that the AOE cabling may interfere with or present a safety risk to a competitor. Also refer to **R3.4.3, Manual Timing**.

Where AOE is not operating or is unavailable, manual times shall be taken by three (3) timekeepers but in exceptional circumstances a minimum of two timekeepers is permitted.

AOE is not suitable to time the duration of SERC events and it is recommended a water polo countdown clock be used as the combined start and timing mechanism. If not available, then a manual stopwatch should be used.

3.4.1 BASIC TIMING PROTOCOLS

Watches are started, either automatically or manually, when the start signal is given and stopped when the competitor touches the finish wall with any part of their body.

3.4.2 AUTOMATIC OPERATING SYSTEM (AOE) TIMING

The operation of AOE shall be under the supervision of suitably qualified recording officials. Refer [Rule 2.8.4b xi](#)

Times recorded by the AOE shall be used to determine competitor finishing order in each race and event. Using FINA protocols, the times and placings determined by AOE shall take precedence over the decision of place judges and manual timing. This includes the semi-automatic back-up timing (buttons/plungers) operated by timekeepers.

Back Up Timing

Back-up times are only required if the *automatic* AOE (touch pad timing) fails to record a time, a competitor's touch is not registered, or a discrepancy appears to have occurred.

Back-up timing should be provided by least two (2) timekeepers operating either Semi-automatic timing devices and/or manual stopwatches.

3.4.3 MANUAL TIMING

A manual time is one where the time was recorded on a timing device terminated by an official. These devices shall be considered a watch; this includes stand-alone hand-held digital stopwatches and semi-automatic timing mechanisms connected to a starting device. (Analogue stopwatches are not permitted).

Semi-automatic devices download data to the AOE which sends it to MM for processing.

If stand-alone hand-held watches are used times shall be recorded manually on form/s provided for the purpose, delivered to the recording room with judges placing from at the conclusion of the race. Times are manually entered into MM which then process the result.

3.4.4 DETERMINATION OF A RESULT

Determination of a result

All times and placings are determined by AOE and shall take precedence over judges' placings and semi-automatic and manual timing.

In the event of a complete AOE failure a heat result shall be determined using judges' placings and semi-auto/manual times.

If a touch pad fails to respond to a competitor's touch that competitors finishing position in the heat shall be determined from the finish judges' placings and semi-auto/manual times.

Except for AOE timing, finish Judge decisions prevail at all times and in cases where manual times don't match the judges' placings, the times shall be adjusted using the applicable FINA protocol.

Note: MM has that capability to accept manual adjustments based on that protocol.

When finish judges are allocated for officiating then an Official Judge's recording sheet MUST be sent to the recording room at the end of each race showing the official finish judge order decision and any disqualifications. This sheet should be first signed by the Event Director to confirm the place order result for each lane.

Recording protocols – result determination

An overall event result if official times assigned to two or more competitors, by either AOE or manual, should be identical then they are awarded the same event place.

Should a competitor be disqualified during, or following an event, such disqualification should be recorded as DQ in the official results, and no time or place shall be recorded or announced.

However, the time must be retained by the official recorders in case of a protest where the competitor is reinstated.

Should a competitor not start or not finish a race, such an event should be recorded at the end of the official results as either DNS (did not start) or DNF (did not finish), and no time or place shall be recorded or announced.

In a heat if official times assigned to two or more competitors by AOE should be identical then they are awarded the same place.

Manual times - The official manual time shall be determined as follows:

- If two (2) of the three watches record the same time and the third disagrees, the two identical times shall be the official time.
- If all three (3) watches disagree, the watch recording the intermediate (middle) time shall be the official time.
- If one watch fails, the average of the other two times shall constitute the competitor's official time.
- If there are only two (2) allocated timekeepers, the official time shall be determined as the slowest of the two recorded times.

In a heat, if the official manual times assigned to two or more competitors do not coincide with the official race finish order (as determined by the finish judges) then the finish judges' placings prevail. This will be indicated in the official results by the competitors being awarded official identical times followed by the designation A or B to indicate place order. The identical time is determined by averaging the times assigned to the competitors involved. i.e., the sum of their individual times divided by two.

3.5 POINT SCORE CATEGORIES

Point score Championships may be conducted in these categories:

- Individual Age Group
- Interstate Team
- Inter-club Team

3.6 CHAMPIONSHIP POINT SCORE ELIGIBILITY

Eligibility for Overall Individual, Interstate and Inter-club point score competitions are limited to athletes and teams who are endorsed by their STMO. For endorsement details [Refer 1.7](#)

Overall Interstate and inter-club teams point score championships are not available to state development or invitational/composite teams regardless of origin, either local or international.

Individual Age Group Championship eligibility is limited to endorsed athletes who participate in all individual events in their age group. Participation is defined in Rule [1.8](#), [1.9](#), and [1.17](#); Athletes, including international athletes, who are deemed to be competing as visitors are not eligible for an Overall Individual Age Group Championships. They are therefore not reflected in Point Score Recording Systems, Point Score Recording or Individual Age Championships.

Also see [Rule 3.4](#) for information about limitations to the awarding of medals for APLSC events.

3.7 AGE DIVISIONS

APLSC conducts separate events, competitions and championships in each of these age divisions for male and female. (Refer Rule [1.17](#) and [1.18](#)):

Under 16 years Under 19 years Open

Points awarded for the events in these divisions are counted towards Individual Age Championships, Overall Interstate Championships and, where held, Inter-club Overall Championships.

Demonstration events do not accrue any points towards any Point Score Championships.

Masters: 30-44 years 45 – 59 years 60 and Over

Points awarded in these age divisions are only accrued towards Individual Age Championships. They do not count towards Overall Interstate or Interclub Championships.

3.8 AWARDS AND MEDALS

3.8.1 EVENT MEDALS

Medals shall be awarded to the 1st, 2nd and 3rd placed competitors in every event contested at APLSC including demonstration events regardless of endorsement or affiliation noting that where a visiting competitor or team (including international) is placed first then the highest placed RLSSA endorsed competitor (or team) shall be recognised as the National Champion of that event. As acknowledgement shall also receive either a duplicate gold medal or certificate. The second and third RLSSA competitor(s) to finish will be awarded medals only as appropriate to the place they finished.

All Masters events are combined events of all ages and therefore only receive one set of medals. The age groups are only separated for the Individual Age Division to acknowledge each age group Champions as well as the Overall Master’s Champion.

Note: No Official acknowledgement will be made to composite teams in relay or SERC events.

3.8.2 MEDAL PRESENTATION (and Certificate presentation where offered) for all events shall be programmed to occur during and at the conclusion of competition sessions so as not to interfere with the timely and efficient conduct of meet events.

3.8.3 DEAD HEATS in all individual and team events shall be recognised with medals of equal rank assigned to the placing involved.

The dead heat provisions of this section DO NOT apply to medals and awards for any of the point score Championships. Dead heat provisions for places in all point score championships are determined by a count back as described in in [Rule 3.6](#).

3.8.4 POINT SCORE CHAMPIONSHIPS

Perpetual trophies, medals and certificates in these categories shall be presented at the APLSC Presentation. Refer to [Appendix D](#), Presentation Dinner Protocol.

3.9 NATIONAL CHAMPIONS

National Champions are winners of:

- Each individual, relay, CPR and SERC teams event as listed in Rule [1.4](#) and [1.18](#) of this Handbook determined by using the finish order for pool speed events and the highest score in CPR and SERC. Demonstration events are excluded.
- Overall Individual Age Championships in each age division for both separate male and female.
- Interclub Point Score Championship has only one Championship and this is conducted as an overall combined championship that includes all events for both male and female. See note 1 below.
- Interstate Point Score Championship are conducted in the following categories:

| Category | Award | Points Combinations |
|---|----------------------------------|--|
| U16 Interstate Combined Male/Female | Queensland Trophy | U16 Male and Female individual events plus CPR, Mixed U16 SERC and Mixed U16 Relays all at 100% |
| U19 Interstate Combined Male/Female | Northern Territory Trophy | U19 Male and Female individual events plus CPR, Mixed U19 SERC and Mixed U19 Relays all at 100% |
| Open Interstate Combined Male/Female | Philip Gorey Trophy | OPEN individual events, Male and Female plus CPR, Male and Female Open relays, Open Mixed SERC, all at 100%. Excludes Fin Relay. |
| Male Overall Interstate All Male age divisions combined. | London Trophy | All Male individual events (including CPR), all age groups at 100%, Mixed U16 and U19 Relays and SERC at 50% each, Male Open Relays at 100% and Open Fin Relay at 50% |
| Female Overall Interstate All Female age divisions combined. | T W White Trophy | All Female individual events (including CPR), all age groups at 100%, Mixed U16 and U19 Relays and SERC at 50% each, Male Open Relays at 100% and Open Fin Relay at 50% |
| Interstate Overall Championship All Male/Female, all age divisions | Sir Percy Joske Trophy | Total points for all Overall Male/Female Championships. This includes all age categories, all individual events including CPR, relay and Open SERC and Fin Relay all at 100% |

Note 1: Inter-club Overall Championship, where held, must satisfy the requirements in Rule [1.6 to 1.18](#) of this Handbook and shall be determined in the manner described in the table above for the Interstate Overall Championship.

3.10 TIES IN POINT SCORE CHAMPIONSHIPS

There shall be no ties for first place in any point score Championship; individual, Interstate Teams and inter-club teams shall be differentiated by using a count back based on the highest number of first place finishes in the affected category. If still equal, then 2nd place is used continuing through subsequent places until a winner is determined.

Overall Individual Age Championships - the count back shall be undertaken on all the individual events in that division including CPR.

Overall Interstate team Championships and the Inter-club Championship – the count back shall be on all associated age division individual events including CPR plus relays and SERC.

3.11 POINT SCORE PROCEDURES AND METHODS

3.11.1 GENERAL REQUIREMENTS

[Section 1](#) of this Handbook outlines the parameters for eligible competitors (and teams) that are included in each Interstate and Inter-club section of Overall Point score championships. These parameters require that various filters must be applied by the Points Recorder to ensure that points are allocated accordingly.

Consequently, results reported by a Meet Management software program cannot be used in point score recording and spreadsheet programs are required.

3.11.2 FINISHING ORDER

The finishing order of all events determine the event place results. The finishing order in events is;

Timed Events (i.e., speed events) – from the fastest time (1st) to slowest recorded time

Scored (Judged) Events – from highest score (1st) to the lowest score.

3.11.3 PLACE POINTS TABLE

Points are awarded to competitors and teams based on their finishing position in their event using the Points Table below. No points are allocated for cancelled events (unless re-run) or demonstration events.

| Place | Points | Place | Points |
|--|--------|-------|--------|
| 1st | 20 | 9th | 8 |
| 2nd | 18 | 10th | 7 |
| 3rd | 16 | 11th | 6 |
| 4th | 14 | 12th | 5 |
| 5th | 13 | 13th | 4 |
| 6th | 12 | 14th | 3 |
| 7th | 11 | 15th | 2 |
| 8th | 10 | 16th | 1 |
| DQ, DNS, DNF, Cancelled Event, Demonstration Events | | | 0 |

3.11.4 DEAD HEATS (EVENTS)

Competitors finishing in an equal position shall receive the points for that position as set out in the table above.

Points resume from the next available place for example, two competitors come equal first (1st), they are awarded 20 points each, the next competitor receives the points for third (3rd) place, 16 points.

3.11.5 POINTS BLOCK

Handbook [Section 1](#) mandates points blocking in U16, U19 and OPEN Interstate Overall Team Championship categories and the Overall Inter-club Championship. That is, for all individual events including CPR, each team may only score points in the following manner:

U16/U19 points are only credited to the highest placed competitor.

OPEN points are credited to the two highest placed competitors.

As well as each eligible team scores points for their highest placed relays and SERC noting that demonstration events are not included in any overall Championship.

Points blocking does NOT apply to Individual Age Group Championships.

3.12 POINT SCORE RECORDING

3.12.1 INDIVIDUAL AGE CHAMPIONS

At the conclusion of all APLSC events the Chief Recorder manually determines the individual age champions using results from individual events only (including CPR but excluding relays or SERC team events) using raw data from MM program noting that MM cannot be set up to undertake the task.

When calculating the results of these championships the Chief Recorder shall exclude all competitors who did NOT participate in every event in their age group. The highest placed of the remaining competitors in each age group by gender is the individual age champion. The list is not rescored.

For these purposes a competitor is deemed to have participated in an event where they have been entered into, and started, in that event. The start of an event is defined as the point in time when the Check Starter places the competitors in the hands of the Starter.

A competitor who starts in an event but fails to finish or is disqualified (DQ)'d is deemed to have participated in that event.

A competitor is deemed NOT to have participated in an event where they are shown as DNS/SCR

3.12.2 OVERALL TEAM CHAMPIONSHIPS – INTERSTATE / INTER-CLUB

The Overall Interstate Championships point score combines the results of the three competition disciplines:

- Pool speed events (including relays)
- CPR Competition
- SERC

The point score for each discipline is calculated by a Points Recorder dedicated to each discipline using a spreadsheet program custom designed for the purpose.

The outcomes for each discipline are then consolidated into the Overall Team Championship point score, also using a purpose designed spreadsheet program.

Interstate Team's Championships have a number of sub-categories while the Inter-club Team Championship is conducted on an Overall basis only.

Each point score is described in terms of the Interstate Teams but the methods, unless stipulated to the contrary, apply equally to the Inter-club point score championship and noting that a separate Inter-club point score is collated.

3.12.3 POOL SPEED EVENTS (INCLUDING RELAYS)

At the conclusion of each speed event the Chief Recorder provides the Point Score Recorder with the results of the event.

Any points shown on the result list are disregarded as they apply to individual competitors and do not comply with the Overall Team point score requirements. (**Rule 3.7**)

The Point Score Recorder eliminates ineligible competitors and teams from the list before allocating points to the remaining interstate competitors and teams applying points blocking as described above (**Rule 3.7**)

NOTE: This also applies to inter-club competitors and teams when the Interclub Championship is conducted.

3.12.4 SERC AND CPR - COMMON PROCESSES AND REQUIREMENTS

The SERC Coordinator and CPR Coordinator are responsible for their own discipline recording. On completion of an event four (4) sets of results are required:

- Allocation of medals and other Awards – A list of all competitors (CPR) and teams (SERC) in finishing order regardless of state or club affiliation is provided to the Chief Recorder. This list is also kept as the official APLSC record of results.
- Public Display and announcement- The final two (2) lists are a set of results in finishing order regardless of state or club affiliation and are provided for the announcement of the final event results; One to the announcer and the other to be posted for public display.
- Allocation of points in Interstate/Interclub Teams Championships - A separate list which shows only the interstate results and excludes all other competitors and teams. This is forwarded to the Points Score Recorder for allocation of points in Interstate Teams Championship categories. The same applies if there is an Interclub Championship being held.

Note: Where the Overall Interclub Team Championship is held another list must be provided to the Points Score Recorder which shows only the Interclub team results.

i) CPR Only Specific Requirement: The CPR Coordinator shall oversee the determination of the finishing order and winner of the Laerdal Award and CPR Championships from the eligible teams in accordance with [Section 6](#). They shall produce this set of results and provide these to the Chief Recorder for the allocation of medals and other awards on Presentation Night.

3.12.5 CONSOLIDATION OF POINT SCORES FOR OVERALL RESULTS

The Points Recorder consolidates the scores from the three source disciplines;

- the speed event results from the Chief Recorder
- the CPR and SERC results from special event Point Scorers.

Place points are entered for each Interstate, and where applicable Interclub, team against each official event.

The point score recording spreadsheet program should be designed so that as points are entered in Individual and Team worksheets, they feed data to a consolidation worksheet which processes it against Handbook requirements covering allocation to the various point score categories. The consolidated data (which has been automatically processed for distribution according to the rules) is progressively sent to the final worksheet, 'Interstate Team Championships' which calculates the points totals and rankings for each eligible team in each of the five sub-categories and then the Overall Interstate Champions

When points are entered for each event, the following actions will automatically take place:

- Entered points are sent to each overall team category, calculating total points then ranking each team.
- Simultaneously tally points gained in each sub-category determining the Overall Interstate Team Championship and rank all teams in order.

SECTION 4

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS

EVENT RULES AND REGULATIONS

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4.1 GENERAL CONDITIONS

Team management and competitors are responsible for being familiar with the competition schedule, and with the associated rules and regulations that govern events. Events described in this section according to the event rules found in of the *ILS Competition Rule Book Sections 3 – Pool Events* (current edition) which are can be viewed or downloaded at <http://www.ilsf.orgw>.

4.1.1 GENERAL CONDUCT AND DISCIPLINE

RLSSA expects the highest standard of conduct from its competitors, officials, and members. It is important that competition, be conducted in the spirit of goodwill and sportsmanship. All participants of any competition are required to abide by and compete within the Rules and abide by the RLSSA Code of Ethics and Behaviour.

Teams should refer to [Rule 1.20 -1.24](#) for a more detailed explanation of RLSSA expectations, competing unfairly, penalties and discipline as well as the protest and appeals procedures that apply at APLSC. For the full RLSSA Code of Ethics please refer to Appendix A

4.1.2 PENALTIES AND MISCONDUCT

All Participants should be aware of [Rule 1.21.1](#) which states: It is the Chief Referee’s responsibility to conduct a fair competition by ensuring that the Rules of this Handbook are applied consistently for all events and procedures of the competition. The Chief Referee will ensure that any violation of these Rules will result in either a warning/disqualification of the competitor or team from that event or a correction of an unfair / unsafe procedure.

Any serious violation of the Rules or RLSSA Code of Ethics will be reported to the Chief Referee and National Sport Advisor who, other than disqualification from an event, may initiate further action. Penalties may include expulsion of individuals or teams from the competition. Refer [Rule 1.21](#)

All penalties, including those for serious offences, are open to Protest and Appeal. Any Disciplinary Committee decisions are only open to appeal through participants STMO to the CEO and National Board.

4.1.3 COMPETING UNFAIRLY

Competitors or teams who are deemed to have competed unfairly may be disqualified from an event or expelled from a competition. The Chief Referee shall have absolute discretion in determining whether a competitor, team or handler has competed unfairly. [Rule 1.20.2](#)

4.2 ILS CONSISTENCY

All Competition Event Rules and regulations will be reviewed, and clarification provided on an ‘as need’ basis in order to stay consistent with the current edition of the ILS Competition Rule Book. Notification of any changes will be made via the Royal Life Saving Society - Australia website and general e-newsletter.

4.3 GENERAL COMPETITION RULES

Team management and competitors are responsible for being familiar with the competition schedule, and with the associated Rules and regulations governing events.

- i. Competitors may not be permitted to start in an event if they are late reporting to the marshalling area. Officials are not responsible if a competitor or team are not in attendance for the start of a race or are improperly attired due to late arrival to marshalling.
- ii. A competitor or team absent from the start of an event may be disqualified. No protest or appeal is permitted by a competitor/team/handler if they are not in attendance for the start of a race or are improperly attired.
- iii. Only competitors and officials shall be allowed on the pool deck in the designated competition area. Competitors and officials must leave the designated competition area when not competing or officiating.
- iv. Unless specifically provided for in the Rules no artificial means of propulsion may be used in competition (e.g., hand webs, armbands).
- v. The use of sticky, tacky or adhesive substances (liquid, solid or aerosol) on competitors' hands or feet, or applied to the surface of a manikin or rescue tube to improve grip, or to assist the competitor to push off the pool bottom, is not permitted in pool events.
- vi. Body tape used for preventative, medical or therapeutic/kinesiology purposes is allowed at the discretion of the Chief Referee as long as it does not provide a competitive advantage to improve grip, grasping or propulsion. **NOTE: This means that, in general, tapes on the body (including limbs but not extremities) may be acceptable. Further, in general, tape is not permitted on; A) multiple fingers (two or more fingers taped together) as they may aid swimming and/or grip on a manikin or B) a single finger if it improves manikin/equipment grasping and manikin carry.**
- vii. Competitors shall not take assistance from the pool bottom except where specifically allowed (e.g., Obstacle Swim, 4 x 25 m Manikin Relay).
- viii. Taking assistance from any pool fittings (e.g., lane ropes, steps, drains or underwater hockey fittings) is not permitted.
- ix. **Unless otherwise specified in event rules, competitors must remain in their designated lane for the entire race and, at the conclusion of the race; competitors shall remain in the water in their lane until instructed to leave. Competitors MUST exit by the sides of the pool, not by the pool end over timing pads.**
- x. A competitor who interferes with another competitor during a race shall be disqualified.
- xi. In all events, competitors must compete in their designated lane for the entire race and at the conclusion of the race competitors and their equipment shall remain in the water in their lane until instructed to leave the pool.
- xii. Competitors must exit by the sides of the pool, not by the pool end over timing pads.
- xiii. Competitors shall wear their team/club swim caps in all events. These caps may be either ocean events caps or rubber or silicone caps. Refer to [Rule 4.4.3.](#)

- xiv. Order-of-finish decisions, whether by judges or automated timing equipment, are not subject to protest or appeal.
- xv. Start decisions by the event director, starter or referee (or referees designate) are not subject to protest or appeal.

Note:

1 Rescue tube defect: If in the opinion of the Chief Referee the rescue tube, line and/or belt presents a technical defect during the race, the Chief Referee may allow the competitor to start again in another heat but only if the rescue tubes for the event were supplied by the organising body.

2 The Chief Referee may permit the re-run/re-throw of a race due to equipment failure provided by the Organising Committee or because of interference. The re-run/re-throw time shall be the official time.

4.4 DRESS

Competitors are required to conform to the following regulations relating to dress. A competitor shall not be permitted to take part in any competition if, in the opinion of the Chief Referee, the competitor is not properly attired.

4.4.1 SWIMWEAR

Each competitor must have swimwear suitable for competition.

Swimwear for RLSSA pool Life Saving events must comply with ILS standards detailed [in Appendix Q](#).

Both male and female competitors may wear 'modesty' swimwear made of a textile woven fabric under their swimsuit, provided that no competitive advantage is gained. Any modesty swimwear shall be restricted to the short style for men and the two-piece style top and/or bottom for women.

Upon application for religious and/or cultural diversity reasons, RLSSA will consider the wearing of (non-body shaping) textile swimwear that covers a greater part of the body provided that such swimwear does not provide a competitive advantage.

4.4.2 PROTECTIVE CLOTHING

Vests, T-shirts and shorts, long leg tights and/or leg stockings are permitted to be worn in the pool line throw event and by manikin handlers. Good grip shoes may be worn by manikin handlers and also in the line throw if the Chief Referee and safety officer give permission due to safety issues.

4.4.3 SWIMMING CAPS

Competitors are required to wear a swim cap in all events to assist with safety, identification and judging of competitors and teams. Team/club swim cap may be of any style (latex, silicone or cloth oceans). Ocean caps must be securely fastened under the chin.

All competitors from the same team shall wear identical swim caps in each event. Competitors names on caps are permitted. Handlers and patients must wear a team cap to assist in event management, Lane allocation and event judging.

In all events, caps must be worn on competitors' heads at the start of each event. A competitor shall not be disqualified if the cap is inadvertently displaced or lost after the start of an event provided that officials can identify that the competitor correctly completed the event. Swimming caps shall not be used as a rescue aid in the SERC.

For outdoor venues the organising committee may permit handlers to wear a team cap or sunhat to replace the team swim cap.

4.4.4 PRESCRIPTION GLASSES

Prescription spectacles may be used in events; however, the Chief Referee MUST be notified prior to event marshalling, especially for SERC events.

4.4.5 CONTACT LENSES

Contact lenses may be worn at any time as chosen by the competitor, however, safety with hard lenses should be considered.

4.4.6 GOGGLES

Goggles may be worn in all events with the exception of the SERC events.

4.4.7 JEWELLERY

In the interests of the safety of competitors and subjects, all jewellery and associated items should be removed or taped prior to competition.

4.4.8 FINGERNAILS AND TOENAILS

In the interest of safety fingernails and toenails should be cut short.

4.4.9 OTHER ITEMS

At the discretion of the Chief Referee additional items of clothing or attire may be approved due to local conditions, e.g., sunglasses, hats, good grip shoes.

The organisers reserve the right to request competitors to wear distinctive coloured or numbered vests. These should be supplied by the Host STMO Organising Committee.

4.5 VICTIMS

In events where victims are used, they shall be of the same gender.

Both victims and rescuers should marshall together when and where so called.

Victims need not be a competitor in a team but must be an endorsed competitor at the Championships.

Victims must wear a team/club cap of the competitor for who they are a 'victim' for, refer [to Rule 4.4.3](#)

4.6 MANIKIN HANDLERS

It is the sole responsibility of the competitor / team to supply a manikin handler for events as required who must be a registered participant of the competition and appropriately clothed for their own safety.

Manikin handlers must wear a team/club cap of the competitor for who they are handling, refer to [Rule 4.4.3](#).

Before the start and during the race the manikin handler positions and holds the manikin vertically and facing the turning wall anywhere within the allotted lane ensuring that the manikin is floating at its natural buoyancy position.

Manikin handlers may not intentionally enter the water during the event.

Manikin handlers must make every effort to ensure that any part of their person, the manikin they are holding, and/or any water movement they cause, does not impede any other competitor in the race (otherwise disqualification of their competitor may result).

The handler may let go of the manikin after the competitor has touched the turning wall but must release contact with it immediately the competitor has deliberately made contact with the manikin to secure it for the tow.

Manikin handlers must comply with all race instructions of officials.

4.7 FREESTYLE

Freestyle means that in an event where freestyle is designated the swimmer may swim any style, unless otherwise specified in the event conditions.

4.8 OFFICIAL START and COMPLETION OF EVENTS

A competition is deemed to begin when a call for entry registration is officially issued by the competition organisers.

The official conclusion of a competition is 20 minutes following the competition event. However, issues under protest, appeal or disciplinary review shall completion of the last continue to final resolution which shall be deemed to fall within the official competition time.

4.9 STARTS

The starting of all Championship events is the responsibility of the Starter.

At the Australian Pool Life Saving Championships the One-start Rule shall be used

For any event that does not commence on a starting platform or in the water, the starter shall give the starting signal as directed by the organiser e.g., SERC Coordinator.

The duty of the Event Director and starter is to ensure a fair start. If the starter or Event Director decides that a start is not fair, for any reason, including technical or equipment fault, the competitors shall be called back, and the race shall be started again.

Competitors shall be disqualified if they “commence a forward starting motion” prior to the starting signal. Movement by itself is not a disqualification. Anticipating the starting signal and commencing a starting motion is a disqualification.

The starter or Event Director uses their discretion in determining whether a competitor (or more than one competitor) has commenced a starting motion. Commonly, the early starting motion of one competitor causes movement by other competitors. Such movements are not a disqualification.

4.9.1 START DEFINITION

The definition of a start, unless otherwise defined in an event description is as follows.

Prior to the start of each race, the Event Director or designated officials shall:

- Check that all technical officials are in position.
- Check that competitors, manikin handlers and victims are properly attired and in correct positions.
- Check that all equipment is in a safe and correct position.
- Notify competitors to remove all clothing except for swimwear and get ready to race.

When competitors and technical officials are ready for a legal start, the Event Director shall:

- Signal the official start of each race with a long whistle indicating that the competitors should take their position on the starting platform or for the Manikin Relay enter the water.
- Signal the starter (that the competitors are under the starter’s control) with an outstretched arm in the direction of the course.

Note 1: At the discretion of the Chief Referee “over the top” starts may be used.

Note 2: See event description for start procedure for Line Throw ([Rule 4.19](#)).

4.9.2 DIVE START PROCEDURE

Competitors may start on the starting platform, on the pool deck, or in the water with one hand in contact with the starting wall.

On the long whistle competitors step onto the starting platform and remain there.

On the starter’s “Take your mark” command, competitors immediately assume a starting position with at least one foot at the front of the starting platform. When competitors are stationary, the starter gives the acoustic starting signal.

4.9.3 IN-WATER START PROCEDURE:

- a) The manikin relay and line throw events begin with an in-water start as follows:
- On the first whistle, the competitors in the manikin relay and line throw victims enter the water and prepare for the start.
 - At the second whistle, competitors take their positions for the start without undue delay.
 - When all competitors have assumed their starting positions, the starter shall give the command "Take your mark."
 - When all competitors are stationary, the starter gives the acoustic starting signal.
- b) The Line Throw event conditions are as follows:
- The in-water entry by the victim and a deck start by the competitor
 - On the first whistle, the competitor and victim step into the throw zone.
 - The thrower (competitor) holds one end of the throw line.
 - The victim takes the line, enters the water and extends the surplus line over and beyond the crossbar/line in the allotted lane.
 - No practice throws are permitted.
 - The victim treads water on the near side of the rigid crossbar/toggle in the allocated lane. The victim had contact with the throw line and grasps, with one or two hands, anywhere on the cross bar/toggle.
- c) The manikin relay start conditions are as follows:
- All competitors must have entered the water in the respective positions before the second whistle can be given.
 - The first competitor starts in the water holding a manikin at the surface with one hand and the pool edge or starting block with the other hand.

4.10 START DISQUALIFICATIONS

Start decisions by the starter or Event Director are not subject to protest or appeal.

- All competitors who start (i.e., commence a starting motion) before the starting signal has been given, shall be disqualified.
- If the starting signal sounds before the disqualification is declared, the race shall continue, and the competitor(s) shall be disqualified upon completion of the race.
- If the disqualification is declared before the starting signal, the signal shall not be given, the remaining competitors shall be called back and start again.
- The signal to call back the competitors shall be the same as the starting signal but repeated, along with dropping of the false start rope. Alternatively, if the Chief Referee or Chief Referee's designate decides that the start is not fair, then they shall blow a whistle, to be followed by the starter's signal (repeated).

- For the 100 m Manikin Carry with Fins event, the call-back signal will be by an underwater acoustic signal whenever possible. Competitors will be advised if an alternate call back signal is used.
- If an error by an official is followed by a fault by a competitor, the fault of the competitor may be expunged by the Chief Referee or by their representative.

4.11 MANIKINS

4.11.1 COMPETITORS SURFACING THE MANIKIN

Competitors may push off the pool bottom when surfacing with the manikin.

Competitors must:

- Break the surface with the manikin,
- Have the manikin in a correct carrying position when the top of the manikin's head passes the 5 m line (Manikin Carry, Rescue Medley, Super lifesaver) or 10 m line (Manikin Carry with Fins),
- Not re-submerge after surfacing.

Note: The competitor must break the surface of the water while holding the manikin with at least one hand before the designated 5/10m line. The competitor may not swim underwater beyond the designated 5/10m lines and must remain at the surface with the manikin throughout the race beyond these lines.

Surfacing the manikin judging criteria applies only when the top of the manikin's head passes the relevant 5m line or 10m line.

Note: "Surface" means the horizontal plane of the surface of a still water pool.

4.11.2 CARRYING THE MANIKIN

In events where the manikin is carried, the manikin (as a victim) is presumed to be non-breathing.

When judging the manikin carry, the competitor and manikin are treated as one unit/entity. Either must remain above the surface of the water. Water over the manikin is not a judging criterion.

Competitors must:

- Carry the manikin with at least one hand always in contact with the manikin.
- Avoid incorrect carrying technique such as: pushing the manikin or carrying the manikin below the surface. "Pushing" means the manikin's head is held forward of the competitor's head.
- Carry the manikin with the head of the manikin facing the direction of the carry i.e., the manikin cannot be carried with the bottom of the manikin facing the direction of the carry.

The manikin must not be gripped by the sealing plugs.

Note 1: If the competitor **and** manikin are **both fully** “below the surface”, it is a disqualification.

Note 2: There is no disqualification if both the competitor and the manikin dips below the surface as part of the normal stroke or kick cycle provided that the competitor breaks the surface on each stroke cycle throughout the race with some part of his or her body **such as their head or arm**.

Note 3: **There is no disqualification if both the competitor and manikin are below the surface as the result of the competitor’s final stroke/lunge to touch the turning or finish wall/edge or for a relay exchange.**

The official must be able to observe and judge a proper carrying technique. The manikin may not be covered by the competitor’s body.

Carrying the manikin judging criteria applies only when the top of the manikin’s head passes the relevant 5m line or 10m line.

In the 5m start zone or in the changeover zone of the Manikin Relay **and Life Saver Relay events**, competitors are not judged on carrying the manikin criteria. **However, competitors need to maintain contact with at least one hand with a manikin at all times including during the manikin exchange.**

Note: Water over the face of the manikin is not a judging criterion.

4.11.3 TOWING THE MANIKIN

In events where the manikin is towed, the manikin (as victim) is presumed to be breathing.

Competitors may swim on their back, side or front and may use any kick or stroke while towing the manikin.

Before beginning the tow, competitors must secure the manikin correctly within the 10 m pick-up zone. Correctly means the rescue tube is secured around the body and under both arms of the manikin and clipped to an O-ring.

Note: **It is not a disqualification where the minimum pool depth allows the competitor to stand while securing the rescue tube around the manikin.**

The line of the rescue tube must become fully extended by the time the top of the manikin’s head passes the 10m line. Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors may return back into the 10m changeover zone to re-secure the manikin provided the top of the manikin’s head has not passed the 10m line.

Beyond the 10 m pick-up zone, competitors must tow the correctly secured manikin with the face above the water surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin’s head passes the 10 m line.

Competitors shall not be disqualified if:

- The rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was “secured correctly” originally, and the face of the manikin remains above the water surface.
- The manikin rotates in the rescue tube as long as the manikin’s face remains above the surface of the water at all times. The manikin does not need to be carried headfirst provided the manikin’s head remains above the surface of the water.

Competitors shall be disqualified if:

- The rescue tube and manikin become separated.
- The line of the rescue tube is or becomes wrapped around the manikin as it is deemed to be shortened and therefore not fully extended.
- The manikin rotates in the rescue tube resulting in the manikin’s head being face down below the water surface.

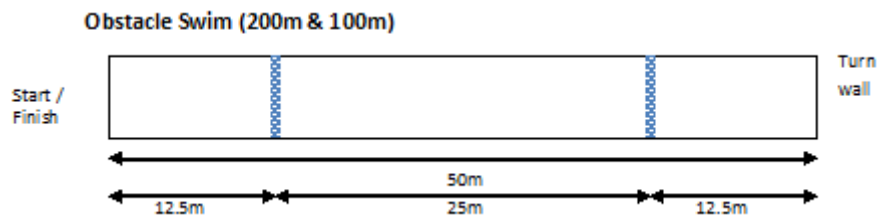
Rescue tube defect: If in the opinion of the Chief Referee the rescue tube, line and/or belt presents a technical defect during the race, the Chief Referee may allow the competitor to start again in another heat but only if the rescue tubes for the event were supplied by the organising body.

4.12 POOL EVENTS – DETAILED RULES AND REGULATIONS

The following pool events are described in this section:

- | | |
|----------------------------------|----------------------------|
| • Obstacle Swim – 200m and 100m | ILS event S3 - 7 |
| • Manikin Carry – 50m | ILS event S3 - 8 |
| • Rescue Medley – 100m | ILS event S3 - 9 |
| • Manikin Carry with Fins – 100m | ILS event S3 - 10 |
| • Manikin Tow with Fins – 100m | ILS event S3 - 11 |
| • Super Lifesaver – 200m | ILS event S3 - 12 |
| • Line Throw – 12.5m | modified ILS event S3 – 14 |
| • Manikin Relay – 4 x 25m | ILS event S3 - 15 |
| • Obstacle Relay – 4 x 50m | ILS event S3 - 16 |
| • Medley Relay – 4 x 50m | ILS event S3 - 17 |
| • Fin Relay - 8 x 50m | Non-ILS Event |
| • Pool Lifesaver Relay – 4 x 50m | ILS event S3 - 18 |

4.13 200M AND 100M OBSTACLE SWIM



4.13.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims either the 200 m course or the 100m course passing under the immersed obstacles to touch the finish wall of the pool.

Competitors must surface after the dive entry before the first obstacle; after passing under each obstacle; and after a turn prior to passing under an obstacle.

Competitors may push off the pool bottom when surfacing from under each of the obstacles. “Surfacing” means the competitor’s head breaks the plane of the surface of the water.

Swimming into or otherwise bumping an obstacle is not a behaviour that results in disqualification.

4.13.2 EQUIPMENT

Obstacles: See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving Competition.

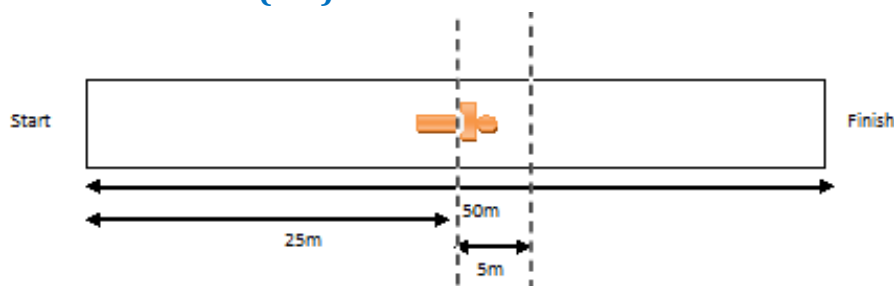
Obstacles are fixed at right angles onto lane ropes in a straight line across all lanes. The first obstacle is located 12.5 m from the start wall, with the second obstacle located 12.5 m from the opposite end. The distance between the two obstacles is 25m.

4.13.3 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Passing over an obstacle without immediately returning over or under that obstacle and then passing under it.
- Failure to surface after the dive entry or after a turn before passing under an obstacle.
- Failure to surface after each obstacle.
- Failure to touch the wall during the turn.
- Failure to touch the finish wall.

4.14 50M MANIKIN CARRY (ILS)



4.14.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims 25 m freestyle and then dives to recover a submerged manikin. The competitor surfaces the manikin within 5 m of the pick-up line. The competitor then carries the manikin to touch the finish wall of the pool.

Competitors may push off the pool bottom when surfacing with the manikin.

4.14.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed for the event.

Competitors must use the manikins supplied by organisers.

4.14.3 POSITIONING OF THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m. In water deeper than 3 m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back, the head in the direction of the finish, with the transverse line in the middle of the manikin's thorax on the 25 m line.

4.14.4 SURFACING OF THE MANIKIN

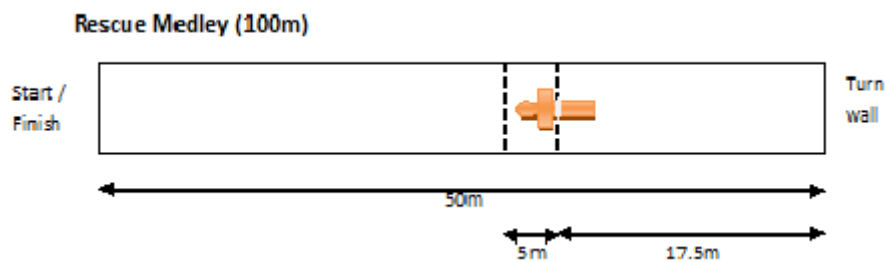
Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.

4.14.5 DISQUALIFICATION

In addition to the General Rules in [Section 1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Not surfacing before diving to the manikin.
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

4.15 100M RESCUE MEDLEY (ILS)



4.15.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims 50 m freestyle to turn, dive, and swim underwater to a submerged manikin located at 17.5 m from the turn wall.

The competitor surfaces the manikin within the 5 m pick-up line, and then carries it the remaining distance to touch the finish wall.

Competitors may breathe during the turn but may not breathe after their feet leave the turn wall until they surface with the manikin.

Competitors may push off the bottom when surfacing with the manikin.

4.15.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed for the event.

Competitors must use the manikins supplied by organisers.

4.15.3 POSITIONING THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m. In water deeper than 3 m, the manikin shall be placed on a platform (or other suitable support) to position it at the required depth.

The manikin is positioned on its back, head in the direction of the finish, with the transverse line in the middle of the manikin's thorax located on the 17.5 m line.

4.15.4 SURFACING THE MANIKIN

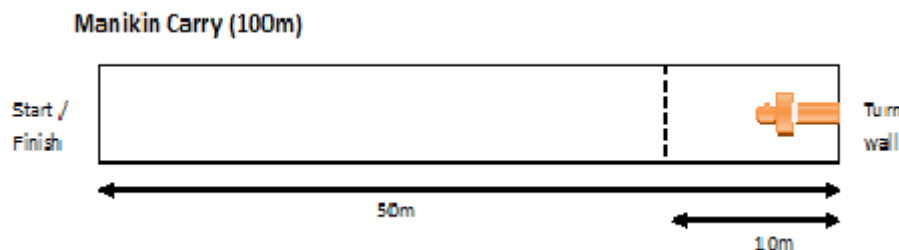
Competitors must have the manikin in the correct carrying position before the manikin's head passes the 5 m line.

4.15.5 DISQUALIFICATION

- Surfacing after turning and before surfacing the manikin.
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#)

- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

4.16 100M MANIKIN CARRY WITH FINS - (ILS)



4.16.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims 50 m freestyle wearing fins and then recovers a submerged manikin. The competitor surfaces the manikin within 10 m of the turn wall. The competitor carries the manikin to touch the finish wall of the pool.

Competitors do not need to touch the turn wall of the pool.

Competitors may push off the bottom when surfacing with the manikin.

4.16.2 EQUIPMENT

Manikins, fins: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed for the event.

Competitors must use the manikins supplied by organisers.

4.16.3 POSITIONING THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m. In water deeper than 3 m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back in contact with the pool bottom and its base touching the pool wall, with its head in the direction of the finish.

Where the facility design does not provide a vertical wall that joins the bottom at 90 degrees, the manikin must be positioned as close as possible to the wall, but no further than 300mm from the wall as measured at the water surface.

4.16.4 SURFACING THE MANIKIN

Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 10 m line.

4.16.5 RETRIEVING LOST FINS

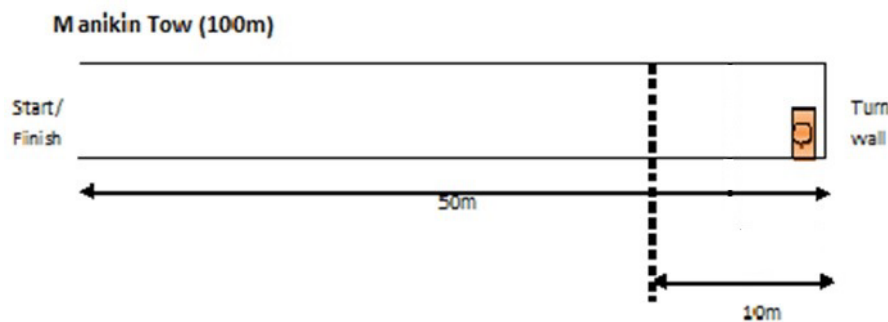
Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.11](#)). Competitors are not permitted to start again in another heat.

4.16.6 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin’s head passes the 10 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

4.17 100M MANIKIN TOW WITH FINS – (ILS)



4.17.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims 50 m freestyle with fins and rescue tube. After touching the turn wall, and within the 10 m pick-up zone, the competitor fixes the rescue tube correctly around a manikin and tows it to the finish. The event is complete when the competitor touches the finish wall of the pool.

Competitors need not surface before touching the turning wall/edge.

4.17.2 EQUIPMENT

Manikin, Fins, Rescue Tube: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is filled with water so that it floats with the top of its transverse line at the surface.

Competitors must use the manikins and rescue tubes supplied by organisers.

4.17.3 POSITIONING THE MANIKIN

A member of the competitor's team assists as manikin handler. With the referees' approval, non-team members may act as handlers, provided they do not violate Rule [4.3](#) and [4.6](#).

Manikin handlers must wear a team/club cap.

Before the start and during the race, the manikin handler positions the manikin (vertically and facing the turn wall) **anywhere** within the allotted lane **and floating at its natural buoyancy position**.

The handler **may** release the manikin after the competitor touches the turn wall **but must release contact immediately the competitor has deliberately made contact with the manikin to secure it for the tow**.

The handler may not push the manikin toward the competitor or the finish wall.

Manikin handlers may not intentionally enter the water during the event.

4.17.4 STARTS WITH RESCUE TUBES

At the start, the rescue tube and rescue tube line may be positioned at the competitor's discretion, but within the competitor's allotted lane. Competitors should ensure a safe and correct position of rescue tube and line. The rescue tube remains unclipped until secured around the manikin.

4.17.5 WEARING RESCUE TUBES

Rescue tubes must be donned correctly, either with the loop over one or two shoulders, or over the shoulder and across the chest – at the competitor's discretion. Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach to the manikin or during the manikin tow.

4.17.6 SECURING THE MANIKIN

After first touching the turn wall, the competitor then secures the manikin correctly with the rescue tube around the body and under both arms of the manikin, and clipped to an O-ring, within the 10 m pick-up zone. **Competitors may go back into the 10m change over zone to re-secure the manikin provided the manikin's head has not passed the 10m line.**

Competitors must complete the 50 m freestyle swim by touching the pool wall before touching the manikin. **Note: Unintentionally touching the manikin before touching the turning wall/edge is not a disqualification.**

4.17.7 TOWING THE MANIKIN

Competitors must tow (not carry) the manikin.

Beyond the 10 m pick-up zone, competitors must tow the correctly secured manikin face up at the surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin's head passes the 10 m line.

Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors shall be disqualified if the rescue tube and manikin become separated. Competitors shall not be disqualified if the rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was “secured correctly” originally, and the manikin is towed with face above the water surface.

As long as the manikin has not become separated from the rescue tube, and the manikin remains face up at the surface, a competitor may stop to re-secure the rescue tube correctly around the manikin without disqualification.

4.17.8 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.11](#)). Competitors are not permitted to start again in another heat.

4.17.9 RESCUE TUBE DEFECT

If, in the opinion of the referee, the rescue tube, line and/or harness (belt) present a technical defect during the race, the referee may allow the competitor to repeat the race. (Refer Rule [4.3](#) last dot point)

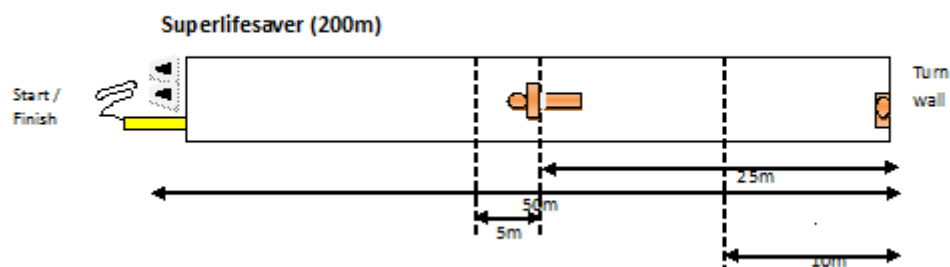
4.17.10 DISQUALIFICATION

In addition to the General Rules Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, underwater hockey fittings) when fixing the rescue tube around the manikin.
- Competitor clipping the rescue tube into the ring before touching the turn wall.
- Manikin handler not releasing the manikin immediately after the competitor has touched the turn wall.
- Manikin handler pushing the manikin towards the competitor or the finish wall.
- Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has touched the turn wall.
- Manikin handler intentionally entering the water during the event or entering the water and interfering with the performance of another competitor or interfering with the judging of the event.
- At 50 m, not touching the pool wall before intentionally touching the manikin.
- Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and clipped to an O-ring).
- Not securing the rescue tube around the manikin within the 10 m pickup zone, judged at the top of the manikin’s head.

- The line of the rescue tube not becoming fully extended before the top of the manikin’s head passes the 10 m line.
- Not towing the manikin with the line of the rescue tube fully extended beyond the 10 m line (unless the competitor has stopped to re-secure the manikin).
- Pushing or carrying, instead of towing, the manikin.
- Towing the manikin with part of the face below the water surface. (see [Rule 4.11](#)).
- The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin.
- Touching the finish wall without the rescue tube and manikin in place.
- Failure to touch the finish wall.

4.18 200M SUPERLIFESAVER – (ILS)



4.18.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the competitor swims 75 m freestyle and then dives to recover a submerged manikin. The competitor surfaces the manikin within the 5 m pick-up zone and carries it to the turn wall. After touching the wall, the competitor releases the manikin.

In the water, the competitor dons their fins and rescue tube and then swims 50 m freestyle. After touching the wall, and within the 5 m pick-up zone, the competitor fixes the rescue tube correctly around a manikin and tows it to the finish.

The event is complete when the competitor touches the finish wall of the pool.

4.18.2 EQUIPMENT

Manikins, fins, rescue tubes: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving. Competitors must use the manikins and rescue tubes supplied by organisers.

4.18.3 PLACEMENT OF FINS AND RESCUE TUBES

Prior to the start, competitors must place the fins and rescue tube on the pool deck (not the starting block/podium) within the confines of their allotted lane.

4.18.4 POSITIONING THE MANIKIN FOR THE CARRY

The manikin is completely filled with water and sealed for the event. The manikin is located at a depth between 1.8 m and 3 m. In water deeper than 3 m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back, head in the direction of the finish with the transverse line in the middle of the manikin's thorax on the 25 m line.

4.18.5 POSITIONING THE MANIKIN FOR THE TOW

The manikin is filled with water so that it floats with the top of its transverse line at the surface.

A member of the competitor's team assists as manikin handler. With the referee's approval, non-team members may act as handlers, provided they do not violate Rule [4.3](#) and [4.6](#).

Manikin handlers must wear a team/club cap.

Before the start and during the race, the manikin handler positions the manikin (vertically and facing the turn wall) anywhere within the allotted lane and floating at its natural buoyancy position.

The handler may release the manikin after the competitor touches the turn wall but must release contact immediately the competitor has deliberately made contact with the manikin to secure it for the tow.

Manikin handlers may not intentionally enter the water during the event.

4.18.6 SURFACING THE FIRST MANIKIN

Competitors may push off the bottom of the pool when surfacing with the manikin.

Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.

4.18.7 DONNING FINS AND RESCUE TUBE

After first touching the turn wall, the competitor discards the first manikin. Remaining in the water, the competitor dons their fins and rescue tube and then swims 50m freestyle.

Rescue tubes must be donned correctly, either with the loop over one or two shoulders, or over the shoulder and across the chest – at the competitor's discretion.

Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach to the manikin or during the manikin tow.

The rescue tube remains unclipped until secured around the manikin.

4.18.9 SECURING THE SECOND MANIKIN

Competitors must complete the freestyle swim by touching the pool wall before touching the second manikin. After touching the turn wall, the competitor then secures the manikin correctly with the rescue tube around the body and under both arms of the manikin, and clipped to an O-ring, within the 10 m pick-up zone. Competitors may go back into the 10m change over zone to re-secure the manikin provided the manikin's head has not passed the 10m line.

Note: Unintentionally touching the manikin before touching the turning wall/edge is not a disqualification.

4.18.10 TOWING THE MANIKIN

Competitors must tow (not carry) the manikin.

Beyond the 10 m pick-up zone, competitors must tow the correctly secured manikin face up at the surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin's head passes the 10 m line.

Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors shall be disqualified if the rescue tube and manikin become separated. Competitors shall not be disqualified if the rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was "secured correctly" originally, and the face of the manikin remains above the water surface.

As long as the manikin has not become separated from the rescue tube, and the manikin's face remains face above the surface, a competitor may stop to re-secure the rescue tube correctly around the manikin without disqualification.

4.18.11 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.8](#)). Competitors are not permitted to start again in another heat.

4.18.12 RESCUE TUBE DEFECT

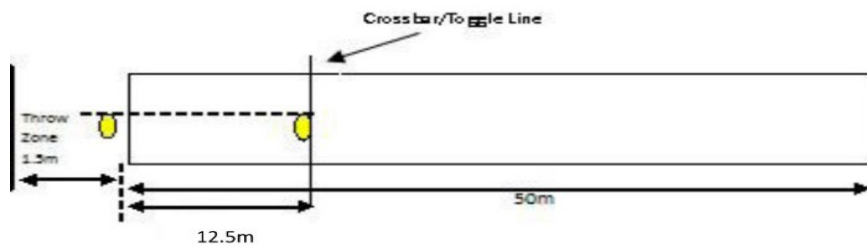
If, in the opinion of the referee, the rescue tube, line and/or harness (belt) present a technical defect during the race, the referee may allow the competitor to repeat the race.

4.18.13 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings), not including the bottom of the pool when surfacing the manikin.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m pick-up zone.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Towing the manikin with face below the water surface. (see [Rule 4.11](#)).
- Releasing the manikin before touching the turn wall
- Competitor clipping the rescue tube into the ring before touching the turn wall
- Manikin handler not releasing the manikin immediately after the competitor has touched the turn wall.
- Manikin handler pushing the manikin towards the competitor or the finish wall.
- Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has touched the turn wall.
- Manikin handler intentionally entering the water during the event or entering the water and interfering with the performance of another competitor or interfering with the judging of the event.
- At 150 m, not touching the pool wall before intentionally touching the manikin.
- Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and clipped to an O-ring).
- Not securing the rescue tube around the manikin within the 10 m pickup zone judged at the top of the manikin's head.
- The line of the rescue tube not becoming fully extended before the top of the manikin's head passes the 10 m line.
- Not towing the manikin with the line of the rescue tube fully extended beyond the 10 m line (unless the competitor has stopped to re-secure the manikin).
- The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin.
- Touching the finish wall without the rescue tube and manikin in place.
- Failure to touch the finish wall.

4.19 LINE THROW – 12.5 (RLSSA)



4.19.1 EVENT DESCRIPTION

In this timed event (45 seconds), the competitor throws an unweighted line to an endorsed competitor (same gender) located in the water on the near side of a rigid crossbar/line located 12.5 m distant. The competitor pulls this “victim” back to the finish wall of the pool.

Victims may wear swim goggles.

4.19.2 THE START

The start: On the first whistle competitor and the victim step into the throw zone. No practice throws are permitted. The “thrower” (competitor) holds one end of the throw line in one hand. The “victim” takes the other end of the line, enters the water and proceeds to the 12.5m crossbar. The line is extended between the “thrower” and “victim”. The surplus line can be left on either side of the crossbar and, if extended beyond the crossbar, the surplus may be passed either over or under the crossbar.

At the second whistle, competitors take their positions for the start without undue delay. When all competitors have assumed their starting positions, the starter shall give the command “Take your mark”. When all competitors (both throwers and victims) are stationary, the starter gives the acoustic starting signal.

Starting position: The competitor stands in the throw zone facing the victim, motionless with heels and/or knees together and arms straight down beside their body. The end of the throw line is held in one hand.

The victim treads water on the near side of the rigid crossbar/line in the allotted lane. The victim grasps the crossbar/line with one hand and has contact with the throw line with either one or two hands.

On an acoustic starting signal: The victim lets go of the line. The competitor shall retrieve the line, throws it back to the victim (who grasps it), and then pulls the victim through the water until they touch the finish wall.

Note: The victim may release their contact with the cross bar after the starting signal without penalty, but they must be grasping the crossbar with their hand when attempting to gather in the thrown line.

4.19.3 FAIR THROW

Victims must grasp the throw line with their hands only within their designated lane, either in front or behind the cross bar. The lane rope is not “within the lane”. Victims may submerge to retrieve the throw line.

The victim can slide their hand anywhere along the cross bar but must be grasping the crossbar when touching the line with any part of their body and when grasping the line. They may not release the crossbar/line before grasping the throw line with their other hand.

As long as victims remain entirely within their designated lane and do not release their grasp on the crossbar/line, they may use their foot or another part of their body to manoeuvre the throw line within their lane to a position where they can grasp the line with their hand.

There is no penalty for pulling the crossbar while attempting to reach the throw line.

Pull through the water: While being pulled to the edge, victims must be on their front grasping the throw line with both hands. Victims may not “climb” the throw line hand-over-hand. For safety reasons, victims may release the line with one hand for the sole purpose of touching the wall. This will not result in disqualification.

The thrower must pull their victim in using their arms and is not permitted to walk or run with the line grasped in their hands or held around any part of their body or to deliberately walk backwards while hauling their victim into the finish wall.

Competitors who exit the throw zone while pulling their victim into the edge shall be disqualified.

Throwers must not interfere with other competitors or use the space allocated to the adjoining lane. This is demonstrated by the thrower maintaining at least one foot wholly within the inside edge of their throw zone, either on the ground or in the air above their throw zone.

To avoid any possible interference with other lanes, the victim may not exit the water and remains in their allocated lane. The competitor will be disqualified if their victim attempts to climb out of the water past their waist or sits on the pool edge before the official acoustic completion signal.

Similarly, the competitor remains in the throw zone until the official acoustic completion signal.

4.19.4 THROW ZONE

The Throw zone is the area bounded by each competitor’s allocated lane. It extends from the vertical edge of the pool to the front of a competitor’s lane and is defined at the sides by an unmarked extended line in the middle of the lane ropes on each side of the competitor’s lane and to the edge of the pool deck or raised platform. The back line of the throw zone does not need to be marked but a minimum of 2m is required beyond the vertical edge of the pool wall to allow for an unimpeded throw and haul in.

While not compulsory, to ensure a clear area for the throw and the haul in, a line on the ground, or temporary rope or tape barrier may be placed approximately 2m behind the vertical edge of the pool wall. Backwards movement by the competitor within this area would not be regarded as a disqualification.

For the purposes of judging, competitors are still required to remain within their lane. However, the focus is not on the placement of feet but, rather on them not interfering with another competitor.

Competitors should keep at least one foot wholly within the inside edge of the throw zone, either on the ground or in the air above the throw zone. Any part of the competitor's feet may cross over the front of the 'pool edge' of the throw zone without penalty.

Competitors may reach to retrieve a line dropped outside the throw zone as long as there is no interference with another competitor. Competitors who enter (or fall into) the water shall be disqualified.

4.19.5 TIME LIMIT

Competitors must make a fair throw and pull the victim to the finish wall within 45 seconds.

If a throw falls short or outside the allocated lane, competitors may recover the line and throw again as often as necessary within the 45-second limit.

Competitors who fail to get their victim to the finish wall before the 45-second acoustic completion signal shall be designated as "Did Not Finish" (DNF).

4.19.6 EQUIPMENT

Throw line: See [Section 9](#)– Facility and Equipment Standards. The throw line must be between 16.5 m and 17.5 m in length. Competitors must use the throw lines supplied by organisers.

The rigid crossbar is positioned on the surface across each lane 12.5 m from the starting end of the pool or a line is used. A tolerance of plus 0.10 m and minus 0.10 m in each lane is allowed.

4.19.7 DISQUALIFICATION

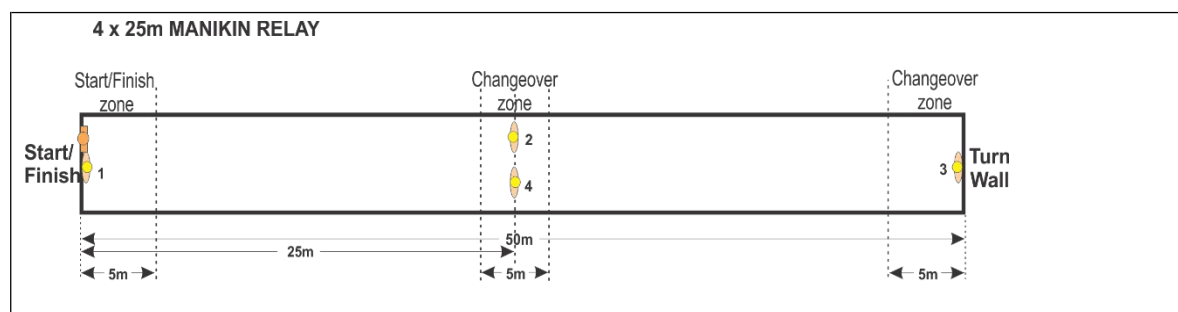
In addition to the General Rules in [Section 1](#), and [Rules 4.1 to 4.10](#), the following behaviour will result in disqualification:

- Victim releasing their hand from the crossbar/line before grasping the throw line with the other hand.
- Victim grasping the throw line outside their designated lane.
- Victim not on his or her front while being pulled to the finish wall.
- Victim not holding the throw line with both hands while being pulled to the finish wall (victim may release the line with one hand for the sole purpose of touching the wall).
- Victim "climbing" the throw line hand-over-hand.
- Competitor exiting the throw zone at any time after the start and before the 45-second acoustic completion signal.

- Victim exiting the water before the 45-second acoustic completion signal.
- Competitor executing practice throw(s).
- Failure to touch the finish wall.

Note: Failure to get the victim to the finish wall before the 45-second completion signal shall be designated “Did Not Finish” (DNF).

4.20 4 X 25M MANIKIN RELAY – (ILS)



The start zone and relay changeover zones shall be indicated by flags or markers:

- At the start – 5 m from the pool wall
- In the middle of the pool – two lines of flags at 22.5 m and 27.5 m from the start.
- At the turn wall – 5 m from the pool wall

4.20.1 EVENT DESCRIPTION

Four competitors in turn carry a manikin approximately 25 m each.

On the first long whistle, all competitors enter the water. On the second long whistle competitors, without delay, prepare for the start.

The first competitor is holding a manikin at the surface with one hand and the start wall or starting block with the other hand. The Second, third and fourth competitors are in the water at the 25m, 50m and 75m marks respectively.

When all competitors have assumed their starting positions, the starter shall give the command “take your mark”. When the first competitors are stationary the starter gives the acoustic starting signal.

On an acoustic signal, the first competitor carries the manikin and passes it to the second competitor within the 5 m changeover zone situated between the 22.5 m and 27.5 m mark.

The second competitor carries the manikin to touch the turn wall and passes the manikin to the third competitor who is in contact with the turn wall or starting block with at least one hand. The third competitor may touch the manikin **with one hand before the second competitor touches the turning wall/edge or starting block but must not release contact with the turning wall/starting block until** after the second competitor has touched the turn wall.

The third competitor carries the manikin and passes it to the fourth competitor in the changeover zone between the 72.5 m and 77.5 m mark.

The fourth competitor completes the event by carrying the manikin to touch the finish wall with any part of the competitor's body.

Only the incoming and outgoing competitors may participate in the manikin exchange **within their changeover zone**. The incoming competitors may assist outgoing competitors, but only as long as the manikin's head remains within the changeover zones.

Competitors may not release the manikin until the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).

Competitors in the mid-pool change over area must stay clear of manikin exchanges that they are not involved in as described in the event description.

Once they have completed their leg of the race and manikin exchange, competitors must remain in the water, in their lane and in their changeover zone (staying clear of any manikin exchanges) until the completion of the race has been signalled.

Competitors may push off the pool bottom in the relay changeover zone.

In the start and changeover zones competitors are not judged on "carrying the manikin" criteria (defined in [Rule 4.11](#)) however competitors need to maintain contact with the manikin with at least one hand at all times and including during the exchanges.

Note: Carrying the manikin criteria does apply within the finish zone at the end of the relay.

4.20.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed. Competitors must use the manikins supplied by organisers.

4.20.3 DISQUALIFICATION

In addition to the General Rules outlined in Section 1, and Rules 4.1 to 4.10, the following behaviour will result in disqualification:

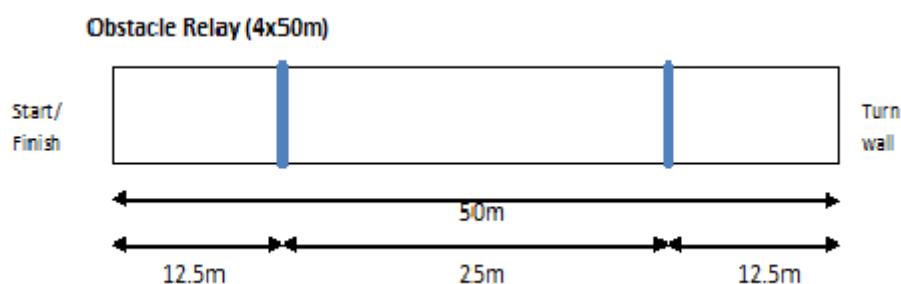
- Using incorrect manikin carry technique as described in [Rule 4.8](#).
- Carrying the manikin face down (see [Rule 4.11](#)).
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) – not including the bottom of the pool.
- The manikin changing hands:
 - Before or beyond the designated changeover zone
 - Before the second competitor touches the pool wall
- Assistance from another competitor during the exchange between the incoming and outgoing competitors.
- Releasing the manikin before the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).
- Releasing the manikin before touching the turn wall or finish wall.
- Failure to touch the finish wall.
- One competitor completing two or more legs of the event.
- Leaving the start before the previous competitor has touched the wall.

Note: Once the top of the head of the manikin has entered the changeover zone, competitors are not judged on “carrying the manikin” criteria. Once the top of the manikin’s head has left the changeover zone, “carrying the manikin” criteria apply.

The manikin exchange between competitors 1 and 2 and 3 and 4 may take place at any time after the top of the manikin’s head has entered the changeover zone, but the exchange must occur within the changeover zone. Outgoing competitors must have the manikin in the correct carrying position when the top of the manikin’s head passes the outgoing changeover line.

After the second competitor has touched the turn wall, he or she may assist in the exchange with the third competitor anywhere within the 5m changeover zone. The third competitor must have the manikin in the correct carrying position when the top of the manikin’s head passes the 5m line.

4.21 4 X 50M OBSTACLE RELAY – (ILS)



4.21.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the first competitor swims 50 m freestyle passing under two obstacles. After the first competitor touches the turn wall the second, third, and fourth competitors repeat the procedure in turn.

Competitors must surface after the dive entry before the first obstacle and after passing under each obstacle. “Surfacing” means the competitor’s head breaks the plane of the surface of the water.

Competitors may push off the pool bottom when surfacing from under the obstacles.

Swimming into or otherwise bumping an obstacle is not a behaviour that results in disqualification.

The first, second and third competitors must leave the water upon finishing their legs of the relay without obstructing any other competitors.

The first, second and third competitors may not re-enter the water.

4.21.2 EQUIPMENT

Obstacles: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

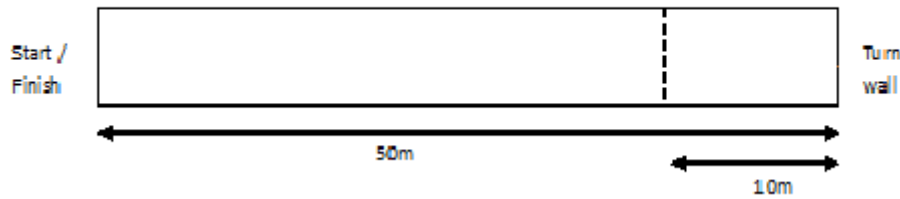
Obstacles are fixed at right angles on lane ropes in a straight line across all lanes. The first obstacle is positioned 12.5 m from the start wall with the second obstacle 12.5 m from the opposite end. The distance between the two obstacles is 25 m.

4.21.3 DISQUALIFICATION

In addition to the General Rules outlined in [Section 1](#), and [Rules 4.1 to 4.10](#), the following behaviour will result in disqualification:

- Passing over an obstacle and not immediately returning over or under that obstacle and then passing under it.
- Failure to surface after each dive entry.
- Failure to surface after each obstacle.
- Leaving the start before the previous competitor has touched the wall.
- Failure to touch the finish wall.
- A competitor re-entering the water after completing their leg of the relay.
- One competitor repeating two or more legs of the event.

4.22 4 X 50M MEDLEY RELAY – (ILS)



4.22.1 EVENT DESCRIPTION

Four competitors in turn swim 50m undertaking different disciplines.

The first competitor, with a dive start on an acoustic signal swims 50 m freestyle without fins.

The second competitor, with a dive start, after the first competitor touches the wall swims 50 m freestyle with fins. The second competitor need not surface before touching to turn wall.

The third competitor, with a dive start, after the second competitor touches the wall swims 50 m freestyle towing a rescue tube. The third competitor must touch the turn wall.

The fourth competitor is in the water wearing fins with at least one hand in contact with the turn wall/block, dons the harness. The third competitor, then plays the role of “victim”, holding the rescue tube and/or clip with both hands while being towed 50 m by the fourth competitor to the finish.

The fourth competitor may touch or grasp the rescue tube, its harness or line with one hand, before the third competitor has touched the turn wall. However, they must have one hand on the turn wall until the third competitor touches the turn edge.

While the fourth competitor must have at least one hand on the turn wall or starting block when the third competitor touches the wall, the fourth competitor may push off the wall with hand, arm, or feet.

The victim must be in contact with the rescue tube before passing the 10m m line. The line of the rescue tube must be fully extended beyond the 10m line.

While being towed the victim

- Must grip the main body of the rescue tube or clip with both hands, not the rope.
- May reposition their hands on the tube during the tow without disqualification.
- May kick but no other assistance is permitted.

The event is complete when the fourth competitor touches the finish wall of the pool with the victim in contact with the tube. The victim may kick while being towed, but no other assistance is permitted.

The first and second competitors must leave the water upon finishing their legs of the relay without obstructing any other competitors. The first and second competitors may not re-enter the water.

4.22.2 EQUIPMENT

Rescue tube, swim fins: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. Competitors must use the rescue tubes supplied by organisers.

4.22.3 STARTS WITH RESCUE TUBE

For the third competitor’s start, the rescue tube and rescue tube line may be positioned at the competitor’s discretion, but within the competitor’s allotted lane. Competitors should ensure a safe and correct position of rescue tube and line. The rescue tube remains unclipped throughout.

4.22.4 WEARING RESCUE TUBES

Rescue tubes must be donned correctly either with the loop over one or two shoulders, or over the shoulder and across the chest -at the competitor’s discretion. Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor’s arm or elbow during the competitor’s approach or tow.

4.22.5 TOWING THE VICTIM

Competitors must tow the victim with the line of the rescue tube fully extended.

4.22.6 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and the team may continue in the race. The team will not be permitted to start again in another heat.

4.22.7 RESCUE TUBE DEFECT

If in the referee’s opinion, the rescue tube, line or harnesses (belts) present a technical defect during the race, the referee may allow the team to repeat the race.

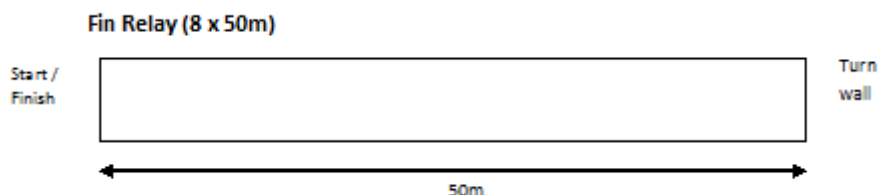
4.22.8 DISQUALIFICATION

In addition to the General Rules outlined in [Section 1](#), and [Rules 4.1 to 4.10](#), the following behaviour will result in disqualification:

- Leaving the start before the previous competitor has touched the turn wall.
- The fourth competitor touching the rescue tube harness, line or any part of the rescue tube before the third competitor touches the turn wall.
- The competitor clipping the rescue tube into the ring.
- The victim holding the rescue tube by the rope.
- The victim helping with arm movements, or not holding the rescue tube with both hands.
- The victim losing the rescue tube after passing the 10 m line.

- The fourth competitor towing the victim without the line of the rescue tube fully extended beyond the 10m line.
- One competitor completing two or more legs of the event (excludes third competitor acting as victim).
- Failure to touch the finish wall.
- A competitor re-entering the water after completing his or her leg of the relay.

4.23 8 X 50M FIN RELAY – RLSSA



4.23.1 EVENT DESCRIPTION

With a dive start on an acoustic signal, the first competitor swims 50m freestyle with fins. After the first competitor touches the turn wall, the second through to eighth competitors repeat the procedure in turn.

Competitors may perform the majority of the lap underwater but must take one full arm stroke above the water on completion of the lap.

4.23.2 EQUIPMENT

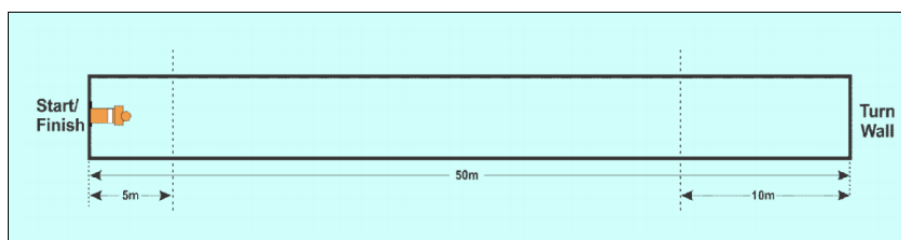
Fins - refer to [Section 9](#) Facility and Equipment Standards for Pool Life Saving Competition

4.23.3 DISQUALIFICATION

In addition to the General Rules outlined in [Section 1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Failure to complete the lap with one full arm stroke.
- One competitor repeating two or more legs of the event.
- Teams/competitor not swimming in their designated lane.
- Failure to touch the finish wall.
- A competitor re-entering the water after completing his or her leg of the relay.
- Leaving the start before the previous competitor has touched the wall.

4.24 4 X 50 POOL LIFESAVER RELAY – ILS



4.24.1 EVENT DESCRIPTION

The Pool Lifesaver Relay is conducted as a mixed gender event. There shall be two males and two females in each team. Teams select their own gender order.

The first competitor: With a dive start on an acoustic signal, swims 50 m freestyle without fins.

The second competitor: With a dive start after the first competitor touches the wall, swims 50 m with fins and dives to retrieve a submerged manikin. The second competitor does not need to touch the turning edge before passing the manikin to the third competitor.

Note: The second swimmer is permitted to swim the whole lap underwater before surfacing with the manikin or may surface one or more times after the start and before diving to retrieve the manikin.

The third competitor: is waiting in the water (without fins) in contact with the turn wall or starting block with at least one hand. The third competitor may touch or **grasp** the manikin before the head of the manikin breaks the surface of the water. After the manikin's head breaks the surface of the water the third competitor releases their hold on the turning wall/edge or starting block. **The second competitor is not required to touch the turning wall/edge after surfacing with the manikin. The manikin must not be released by the second competitor until the third competitor has grasped the manikin. (i.e., the hand of at least one competitor must be on the manikin at all times).**

The third competitor then carries the manikin 50 metres and touches the wall before passing the manikin to the fourth competitor.

The fourth competitor: The fourth competitor (with fins) is in the water with at least one hand in contact with the turning edge or starting block. The fourth competitor may touch or grasp the manikin before the third competitor has touched the wall/edge. **The fourth competitor must not release contact with the turning wall/block until the third competitor has touched the turning wall. and the manikin must not be released until the fourth competitor has grasped it. (i.e., the hand of at least one competitor must be on the manikin at all times).**

The fourth competitor then carries the manikin to touch the finish wall with any part of the competitor's body. The event is complete when the fourth competitor touches the finish wall/edge of the pool while still correctly carrying the manikin. Carrying the manikin criteria does apply within the finish zone at the end of the relay.

The first, second and third competitors must leave the water upon finishing their legs of the relay without obstructing any other competitors, these competitors may not re-enter the water.

Retrieving lost fins: The second and fourth competitors may retrieve fins lost after the start and the team may continue in the race. The team will not be permitted to start again in another heat.

Manikin Changeovers

Flags or markers shall indicate the changeover zones for the manikin carry legs:

- At the 2nd to 3rd competitor changeover - 5 m from the pool wall.
- At the 3rd to 4th competitor changeover – 10 m from the pool wall.

The third and fourth competitors are not judged on the “carrying the manikin” criteria (defined in [Rule 4.11](#)) within the changeover zones.

Competitors may not release the manikin until the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).

Once the top of the manikin’s head has left the changeover zone, the “carrying the manikin” criteria apply. Competitors must have the manikin in the correct carrying position as follows:

- 3rd competitor – 5m from the pool wall.
- 4th competitor – 10m from the pool wall.

The incoming second and third competitors may assist their outgoing competitors, but only as long as the manikin’s head remains within the changeover zones.

The third and fourth competitors may push off the wall/edge with a hand, arm or feet after taking the manikin for their respective legs.

4.24.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. (Rules [9.3.2](#) and [9.4](#))

The manikin is completely filled with water and sealed. Competitors must use the manikins supplied by organisers.

Swim fins: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. (Rules [9.3.2](#) and [9.4](#))

4.24.3 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour shall result in disqualification:

- Using incorrect manikin carry technique.
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) – not including the bottom of the pool.
- The third competitor releasing contact with the pool wall before or grasping the manikin before the head of the manikin breaks the surface of the water.

- The third competitor not having the manikin in the correct carrying position before the top of the manikin's head passes the 5m line.
- The fourth competitor grasping the manikin before the third competitor touches the pool wall.
- The fourth competitor not having the manikin in a correct carrying position before the top of the manikin's head passes the 10m line.
- Releasing the manikin before the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).
- Failure to touch the finish wall.
- One competitor completing two or more legs of the event.
- Leaving the start before the previous competitor has touched the wall.
- A competitor re-entering the water after completing their leg of a relay.

SECTION 5

SIMULATED EMERGENCY RESPONSE COMPETITION

(SERC)

EVENT RULES AND REGULATIONS

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5.1 INTRODUCTION

This section is designed to provide details on the Simulated Emergency Response Competition (SERC) conducted as part of the RLSSA Australian Pool Life Saving Championships (APLSC) but is also intended as reference for SERC events held outside the APLSC.

SERC competitions aim to highlight the importance that the Royal Life Saving Society places on effective rescue, CPR and first aid in drowning prevention and to provide the opportunity for participants to develop skills and understanding of these as an integral part of the sport of Pool Life Saving.

These SERC competition rules are written to be a “stand alone” event document. Coaches, SERC judges and SERC Test designers are directed to [Appendix R](#) for more detailed practical or technical information.

As a part of APLSC this Section may need to be applied concurrently with other sections.

5.2 GENERAL CONDUCT and EVENT CONDITIONS

RLSSA expects the highest standard of conduct from its competitors, officials, and members. It is important that competition, be conducted in the spirit of goodwill and sportsmanship.

Team management and competitors are responsible for being familiar with the competition schedule, and with the associated Rules and regulations that govern events.

All Participants should be aware of [Rule 1.21](#) which states: It is the Chief Referee’s responsibility to conduct a fair competition by ensuring that the Rules of this Handbook are applied consistently for all events and procedures of the competition. The Chief Referee will ensure that any violation of these rules will result in either a warning/disqualification of the competitor or team from that event or a correction of an unfair / unsafe procedure.

The General conditions of competition found in [Rules 4.1 and 4.3](#) also apply to the SERC events. These include:

- All participants of any competition are required to abide by and compete within the Rules and abide by the RLSSA Code of Ethics and Behaviour.
- All penalties, including those for serious offences, are open to Protest and Appeal.
- Competitors or teams who are deemed to have competed unfairly may be disqualified from an event or expelled from a competition. The SERC-O in consultation with the Chief Referee shall have absolute discretion in determining whether a competitor or team should be disqualified for serious misbehaviour or misconduct. [Rule 1.20.1](#)
- If an error by an official, results in a fault by a competitor, the fault of the competitor may be expunged.

5.3 DESCRIPTION OF THE EVENT

The purpose of a SERC event is to test the ability of individuals and teams to make sound judgements about an emergency situation and rescue people in difficulty by effectively implementing those judgments in accordance with [Appendix R](#) and the current edition of the **RLSSA Swimming and Life Saving Manual**.

A test will be designed to involve a number of subjects (including bystanders) who will act in accordance with a briefing sheet describing the test, the instructions of the SERC Coordinator and the SERC Judges. A test can be conducted in an aquatic environment **or non-aquatic environment. A test conducted in an aquatic environment is known as a wet SERC** and may also include aids and equipment that could be found around an aquatic environment.

A test conducted in a non-aquatic environment is commonly referred to as a DRY SERC. RLSSA usually run dry SERC competitions in Lifeguard Challenges while at APLSC a specific CPR competition is conducted. For more information on conducting a dry SERC refer to the Commonwealth Championship Handbook or 2024 ILS Competition Handbook Rule 5.4. A brief explanation of a Dry SERC and its competition environment can be found in [Appendix R](#).

While at APLSC only Team wet SERC events will be held; SERC events can also be held for individuals or pairs and RLSSA recommend these competitions as a valid way to test an athletes' Life Saving skills. (Refer [Rule 1.3](#)).

APLSC team SERC Tests will have a time limit of up to 2 minutes, as determined by the SERC Coordinator. The following test principles and procedures will apply to the SERC competitions.

- The Tests will involve simulated emergency incidents which will not be previously known to the competitors. Unless advised otherwise, competitors shall assume that the conditions in the designated competition area are 'as found'.
- The safety of the competitor/s and subjects are a priority in the setting of, and execution of, the SERC.
- The judging sheets will be constructed in accordance with the nationally approved protocol - [Appendix R](#).
- Judging emphasis will be on 'assessment in order of priority'. The priorities will be determined by the nature of the emergency and with reference to the current edition of the RLSSA Swimming and Life Saving Manual. (Refer [Rule 5.9](#))
- The same judges will mark the same aspects of each test.
- Every effort will be made to ensure that all competitors/teams in an event are presented with the same incident.

- In the event that the conditions of a SERC test are deemed to have changed during the conduct of the test, the SERC Coordinator and the judges will be informed as soon as possible, and the point score rationalised accordingly, if necessary.
- Teams with the highest score will be the winner of the event.
- Judges' scores are not subject to protest, although the conditions in which each SERC test has/will operate may be subject to protest and this may result in a change in scores allocated by judges.
- The recorders will review all judges' sheets and points/scores. If any anomalies are found these will be brought to the attention of the SERC Organiser and scores may be amended where necessary.

NB. APLSC SERC events may be held concurrently with CPR events. Refer to [Rule 5.12](#) for special marshalling procedures.

5.4 PREPARATION OF THE EVENT

When preparing any National Championship SERC event, the SERC Organiser (SERC-O) is required to follow [Appendix R- SERC Protocol](#) which contains the RLSSA SERC planning guide and Scoring Matrix. All scenarios preparation and the conduct of SERC events should be in accordance the RLSSA Risk Assessment tools and Hazard Analysis documentation provided by National Office.

Note: The use of live wires, actual chemicals or other evidence that could cause real danger to victims or competitors shall not be used.

An assistant SERC-O should also be confirmed 9 months prior who will assist the SERC-O to prepare and run event. One of the roles this person undertakes is to proof read the documentation.

Other officials required in the planning of any SERC event is an approved SERC reviewer and a Host STMO contact, both of who should understand that their role requires complete confidentiality and that the specific details of any scenario should not be shared with others. Their main role is to assist the SERC-O by obtaining or organising the actors and equipment required for the SERC events. A description of their roles can be found in the SERC Protocol (refer [Appendix R, Items 11.1 to 11.4](#)).

5.5 QUALIFYING AND ENTRY

Competitors must hold the award required for the Age group division entered at the closing date for APLSC entries. For more detail refer to [Rules 1.6 to 1.9](#), [Rule 1.11](#) and [Rule 1.17](#)

Each team will be permitted to one team in the U16 and U19 events and 2 teams in Open if time permits. If a team is unable to field a full SERC team a team consisting of 2 or 3 members may be entered. (Refer [Rule 1.18.6](#) and [1.14.7c](#))

As well as being stand-alone events where medals are awarded for the first three places the SERC events are also part of the separate Interstate and interclub point score Championships.

The point score calculations as described in [Rule 3.11](#) and [Rule 3.12.4](#) will be applied. Ties for Team Awards will be decided in accordance with the method described in [Rule 3.11.4](#).

Note: The SERC-O must ensure that [Rule 3.2.5](#) is followed before the CPR event commences.

5.6 GENERAL CONDITIONS FOR SIMULATED EMERGENCY RESPONSE COMPETITION

5.6.1 Advance notice of conditions. A briefing sheet shall be distributed to teams at least 14 days prior to the start of the competition with specific event organisational details. This information will also be explained at the Manager/coaches meeting. The details will include:

- The designated competition and security area and how the competition area will be clearly defined.
- There shall be a clear indication of the location of both entry and exit points from the scenario.
- There shall be clear directions on how competitors should enter the security 'lock-up' and the personal belongings that may be taken into that area.
- Advice of any normal on-deck equipment or facilities such as water or land entry /exit points which may or may not be used when undertaking the SERC.
- Unless advised otherwise competitors shall assume that the conditions in the competition area are 'As found'.
- Any specific safety requirements teams are to observe while participating either in the security area or competition area.

If there is any subsequent change to the Briefing Sheet information, then the SERC-O will organise an addition team meeting to explain the alteration to conditions.

5.6.2 Change in test conditions. The scenario may evolve (e.g., a weak swimmer becomes a non-swimmer) provided that that:

- There will be consistent timing when the change occurs.
- The change will be consistent for every test throughout the competition.

Where an official observes a change that was not scheduled, they shall report it to the SERC-O. If, in consultation with the Chief Referee it is determined that the observed changes materially altered the test conditions, they may adjust the judges' score for the affected part of the test.

5.6.3 General Conditions and expectations

- The order of teams shall be determined by a draw conducted by the Championship Organiser, in a method approved by the SERC-O in consultation with the Chief Referee
- To assist the organisers in determining if heats may be required, events may be initially marshalled the day before or at the start of the day the event is scheduled.
- Competitors must clearly show their intentions and actions to the judges when responding to the incident.
- Competitors shall treat and handle victims with care: verbal and physical abuse and rough handling of patients is unnecessary and inappropriate. Disqualification or points will be deducted for such abuse. This includes swearing at or in the vicinity of patients/judges.
- No personal belongings or equipment are permitted in the competition area (e.g., watches, jewellery, goggles, masks, fins).
- No mobile phones or electronic communication device of any kind will be permitted in the security/competition area.
- Competitors may wear corrective eyewear such as glasses and contact lens, provided the SERC Coordinator is notified of the intention to use such eyewear prior to the competitor entering lock-up/security. Loss of such eyewear shall not be grounds for protest or appeal. Corrective goggles or masks are not permitted.
- Team members must wear their team/club cap of any style (latex, silicone or cloth). Team captains may be required to wear a distinctive identifying cap provided by the organising committee. If a captain's distinctive cap is not provided, then team captains must wear the same caps as the rest of their team.
- A competitor shall not be disqualified if their cap is lost after the start of an event provided that officials can identify that the competitor correctly competed in the event.

- The test will start when the team enters the competition area. An acoustic and/or visual signal indicates the start and finish of the event.

5.6.4 Loss of points Competitors may only use the material and equipment available on the poolside and in the pool within the designated competition area.

- Teams that perform elements of the test outside the designated competition area will not be awarded points for the performance of those elements.
- A team that uses equipment not within the designated competition area, or which is within the designated competition area but which they have been formally advised is not to be used during a test, will not be awarded points for the elements of the test performed using this equipment.
- A competitor who verbally or physically abuses and/or rough handles an actor/official or roughly handles a manikin will have points deducted from their score. If their actions are deemed serious, they may be disqualified.

5.7 SECURITY AND LOCK-UP

An area of the competition venue will be designated as the security area for all SERC competitions. The security area includes the room / area where competitors wait for their turn to compete (aka lock-up) and the passage from lock-up to the entry point into the competition area. The lock-up area is initially used to marshall competitors and at a designated time it is closed to all but competitors and officials.

Competitors shall report promptly to the lock-up/security area, at the designated time, before the start of the competition. A team, or team member, who is absent from lock-up at its close prior to the start of the competition shall be disqualified and not permitted to participate in the SERC.

Where a SERC event is held concurrently with a CPR event [Rule 5.12](#) will be followed.

Once the security area is closed:

- Teams are isolated in this secure “lock-up” area out of sight and sound of the competition area throughout the competition until the start of their test.
- Competitors will be briefed verbally and/or in writing before the start of the event by the SERC Co-ordinator.

The incident, actors, and any equipment shall be secret to spectators until the security area is closed.

During the movement of teams into their starting position officials must ensure that teams are not able to see any part of the test until the start signal is given.

Teams in lock-up are not permitted to see or communicate with anyone who is not also in lock-up. Any device that allows communication is prohibited.

Competitors should enter security wearing their swimming costumes and may also have other clothing necessary for personal comfort (i.e., to keep warm). At the discretion of the SERC Coordinator competitors may also take in hard copies of manuals or paper notes.

Upon completion of their test, teams must leave the competition area immediately and are not permitted to return to the security area.

After completing their test a team may observe subsequent teams compete from the spectator area.

5.8 COMPETITION START

Where possible, for each test, the acoustic start device and timing device will be a water polo countdown clock.

One at a time, teams are escorted through the security area to their designated secure starting position. Following an acoustic and/or visual signal, the team shall move into the competition area where they are confronted with “victims” in various locations who need various types of assistance. Actors will begin their victim simulations immediately prior to the acoustic starting signal, and/or as the team enters the competition area. At the acoustic signal competitors use their discretion to respond to the victims in any appropriate manner they wish, within the time limit.

5.9 PRINCIPLES OF RESCUE

Unlike lifeguards who often work as part of well-trained teams in controlled aquatic environments, lifesavers must be prepared to respond appropriately in unexpected emergencies without benefit of specialised equipment, back-up, or established procedures and communications systems. In such circumstances, the personal safety of the lifesaver is paramount at all times, and this shall be reflected in the judges’ marking sheets.

Given the circumstances in which the SERC operates, it is expected that SERC competitors will respond as a coordinated group of four individual lifesavers under the direction of an identifiable team leader.

It is important to note that the event is not a test of the imagination abilities of the competitors. The setting and the conditions in the competition area should therefore be as they are found by the competitors on entering the area, i.e., they should be realistic and appropriate to a still water environment. It is not expected that all victims will be able to be landed in the time allowed but it is expected that they will be made safe.

It is important that competitors clearly show their intentions and actions to the judges.

In responding to the emergency, the competitors are required to be concerned with:

- Self-preservation of the rescuer,
- use of the correct 'principles of rescue',
- correct priority in dealing with casualties,
- a maximum number of casualties made safe,
- care in handling casualties,
- appropriate use of aids and other available help,
- gaining information (e.g., number of casualties, skills of the bystanders),
- taking control and showing leadership,
- Perform appropriate rescues,
- Appropriate after care

Competitors are expected to demonstrate good techniques, judgement and their ability to establish control of the situation.

As a team, competitors are also expected to demonstrate effective communication and leadership skills when acting as a co-ordinated unit. They should be alert to changes in the situation and adapt their plan of action to respond to such changes.

When carrying out a rescue competitors must remember:

- Rescue from a position offering greatest safety to oneself,
- The management of rescue principles,
- Approach victims with extreme caution,
- Avoid direct personal contact with conscious victims.

When judging SERC, the officials expect to be able to easily observe the above expectations through the competitors' actions and communication. In brief they expect to see the competitors managing the situation by:

- Mobilising the mobile,
- Securing the safety of those in imminent danger,
- Recovering and applying CPR to those in need of continuous care,
- Communicating effectively.

For Competitors to successfully complete a SERC they should be familiar with the Principles of Rescue, Emergency Care and the technique outlines in the RLSSA Life Saving and Water Safety Manual, a summary of which is provided in Appendix 0.

5.10 VICTIMS, MANIKINS AND BYSTANDERS

Victims shall be role-played by actors who present different problems necessitating different types of assistance. Victim types may include non-swimmers, weak swimmers, injured swimmers and unconscious victims as well as those requiring first aid. Competitors may also be confronted by resuscitation manikins in the role of a victim as well as bystanders, either on land or in the water as swimmers, not requiring assistance. Competitors shall treat manikins as nonbreathing, pulseless victims. A bystander is a person who is not in immediate danger. Where CPR is required then competitors must follow the procedures outlines in **Rule 5.11 below**.

5.11 PERFORMANCE OF CPR

If a competitor leaves a victim (manikin or live actor) after diagnosis when CPR is required, or after CPR has commenced, then their actions will be deemed to indicate that CPR has ceased unless somebody else (team member or actor) has been directed to continue CPR.

In the interests of safety, a competitor **MUST** use the following principles when dealing with an unconscious SERC victim.

The following CPR requirements apply for manikins and live actors.

i. Manikins:

- All manikins are assumed to be unconscious and non-breathing.
- CPR is required to be demonstrated in accordance with current CPR Guidelines. This includes actual breaths and compressions.
- Time point allocation is awarded when the manikin face surfaces above the water's surface. Additional points for appropriate rescue actions such as 2 rescue breaths, landing of patient will be allocated as appropriate.

ii. Live actors:

- if after diagnosis the competitor decides that CPR is the appropriate action then **only simulated** CPR should be demonstrated.
- Simulated CPR on a live victim **MUST NOT** include any pressure applied to the actor's chest.
- A live actor who becomes unconscious on pool deck during a test will need assessment and should be deemed not breathing if their action/inaction indicates they are unresponsive.
- Any live actor who becomes unconscious in the water during a test will be deemed to be unconscious and not breathing for the remainder of the test and requires CPR to be simulated in accordance with the parameters set out above.

5.12 CONCURRENT EVENTS

Where possible at Australian Pool Life Saving Championships SERC and CPR events are run to maximise the time available to conduct all events in an efficient manner. (Refer [Rule 1.5](#)) To run these events concurrently all effort is made to ensure that there is a free movement of competitors between one event and the other; however, sometimes competitors may be required to present themselves for 2 events at the same time.

Competitors can compete in both events and officials aim to ensure there is little of no interruption in either event. If competitors find themselves in this situation the following procedure will be used.

The Championship Manager, in consultation with the Chief Referee, will control the movement of competitors through communication with the event marshalls.

The main principle to be followed is that SERC marshalling takes precedence over CPR, in addition the following will apply when the SERC and CPR competition are run concurrently:

- If a competitor is already in the CPR marshalling area when their SERC event is called, they MUST advise the CPR Marshall who will make arrangements to release the affected competitor/s to SERC marshalling.
- The marshalls (both SERC and CPR) may determine time is available so the competitor may undertake the CPR before entering SERC lock-up.
- If competitors have not competed in the CPR event prior to competing in SERC, then they must return to the CPR area immediately after they have competed in SERC.

In ensuring the smooth running of SERC and the CPR Competition concurrently, the following is expected by competitors and teams:

- The competitor/s must not leave the CPR marshalling area without the prior permission of the CPR marshall; and
- The other team members in SERC marshalling (or a team official if all team members are affected) must inform the SERC marshall which team members are in CPR marshalling.

5.13 JUDGING AND MARKING

Judges will be appointed to a specific aspect of each test to ensure that the subjects act consistently and in accordance with the appropriate characteristics as described in the current edition of the RLSSA Swimming and Life Saving Manual.

The marking sheets shall be prepared using the RLSSA Protocol ([Appendix R](#)) with one judge marking the entire scenario while other officials judge the individual victims. A judge shall be assigned to a victim, or group of victims, and assess all teams in that part of the scenario for the entire competition. If possible one judge per victim is recommended.

Before the competition start, judges shall be briefed on the situation scenarios, scoring procedure, and marking priorities. Individual judges will consult with their designated actors to ensure that they will portray their assigned victims effectively. (Refer **Appendix R**)

Early and accurate recognition of the victim's problem(s) is the essential first step to success in this competition. Successful recognition is closely related to the quality of the victim simulation and staging of the incidents.

The marking system used in this competition allows judges to use their Life Saving knowledge and scoring skill in assigning marks and provides for a competitor offering an appropriate but unanticipated rescue response.

In allocating marks, judge(s) consider the following:

- victim type,
- victim's distance from safety,
- equipment available and used,
- speed of assessment,
- priority given,
- quality of action/task,
- victim care.

Scoring shall reward the competitors' accurate assessment of which victims take priority. This will usually be done but the allocation of points for the speed in which the victim is reached.

Specific aspects of the scenario are be weighted to provide higher scores for a rescue performance requiring a greater degree of skill and judgement. There are two methods by which this may be achieved, either by direct or indirect weighting. The APLSC SERC events should be designed using the RLSSA SERC protocol ([Appendix R](#)) which allows for direct weighting by designating the maximum points which a judge may award for each victim. The alternative indirect weighting method is where the weighting is secret to both judges and competitors and is dealt with by the recorders This method may also be used at APLSC but only with the prior approval of the RLSSA National Sports Committee (Refer **ILS document – SERC Guidelines**).

5.14 DISQUALIFICATION AND PENALTIES

Where an official observes a change they shall report it to SERC-O. If, in consultation with the Chief Referee it is determined that the observed changes materially alter the test conditions, they may adjust the judges' score for the affected part of the test. (Refer [Rule 5.2](#) and [Rule 5.3](#))

If an error by an official, results in a fault by a competitor, the fault of the competitor may be expunged.

[Rule 5.6](#) provides for points deductions for:

- using non-designated equipment and
- performing elements of the test outside the competition area.
- physical abuse or rough handling of patients/officials/manikins that does not result in disqualification.

In addition to the General Rules outlined in [Section 1](#) and [Rules 4.1 and 4.3](#), the following behaviour will result in disqualification:

- i) Receiving outside assistance, direction, or advice.
- ii) Team members or spectators providing or attempting to provide outside advice, assistance or direction.
- iii) Taking any telecommunication device into the security area/lock -up.
- iv) Taking any unauthorised equipment or personal belongings into the security area/lock -up.
- v) Using any equipment not provided as part of the competition.
- vi) Competitors who verbally or physically abuse an actor or official may be assigned a penalty or disqualified.
- vii) A competitor or team absent from the marshalling the event may be disqualified.
- viii) Team members deliberately attempting to gain an advantage by disregarding the rules, the directions of officials or briefing material/information issued to them prior to the start of the SERC.

Note: Only the Chief Referee, in consultation with the SERC-C may disqualify a competitor for misbehaviour such as wilful disobedience or misconduct.

SECTION 6

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS

CPR EVENT RULES AND REGULATIONS

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6.1 INTRODUCTION

The CPR competition aims to highlight the importance that the Royal Life Saving Society places on effective CPR and to provide participants with the opportunity to develop skills and understanding of CPR as an integral part of their overall Life Saving knowledge. Coaches, competitors and CPR judges are directed to RLSSA CPR instructional documents for more detailed practical or technical information.

This section is designed to provide details on the CPR competition conducted as part of the RLSSA Australian Pool Life Saving Championships and is written as a “stand alone” event document however, as a part of APLSC, this Section may need to be applied concurrently with other sections.

6.2 GENERAL CONDUCT AND EVENT CONDITIONS

Team management and competitors are responsible for being familiar with the competition schedule, and with the associated Rules and regulations that govern events.

All Participants should be aware of [Rule 1.21](#) which states: It is the Chief Referee’s responsibility to conduct a fair competition by ensuring that the Rules of this Handbook are applied consistently for all events and procedures of the competition. The Chief Referee will ensure that any violation of these Rules will result in either a warning/disqualification of the competitor or team from that event or a correction of an unfair / unsafe procedure.

The General conditions of competition found in [Rule 4.1](#) also apply to the CPR events. These include:

- RLSSA expects the highest standard of conduct from its competitors, officials, and members. It is important that competition, be conducted in the spirit of goodwill and sportsmanship.
- All participants of any competition are required to abide by and compete within the Rules and abide by the **RLSSA Code of Ethics and Behaviour**.
- All penalties, including those for serious offences, are open to Protest and Appeal.
- Competitors or teams who are deemed to have competed unfairly may be disqualified from an event or expelled from a competition. The CPR-O in consultation with the Chief Referee shall have absolute discretion in determining whether a competitor has competed unfairly.

[Rule 1.20.1](#)

6.3 ENTRY

6.3.1 All competitors may enter a CPR event. Master competitors may enter the Open Competition when no specific master’s CPR competitor is provided.

6.3.2 At the closing date for entries and on the day of competition competitors must hold the award required for the Age group division entered.

6.3.3 Competitors must meet the minimum age requirement of 12 years of age as at the 1st January of the year in which the Championships are to be held.

For more detail on entry and qualification requirements refer to [Rule 1.8, 1.9 and Rule 1.18](#)

6.4 CPR CHAMPIONSHIPS

6.4.1 Individual Championships; In the CPR competition there will be a Championship Title for the winner of each individual CPR Event, that is:

- Under 16 (male and female),
- Under 19 (male and female) and
- Open (male and female).

6.4.2 Point Score Championships; (Refer [Section3](#)) Additional specialised CPR Championships are:

- Overall Team CPR Championship
- Overall Under 16 Age Division Championship
- Overall Under 19 Age Division Championship
- Overall Open Age Division Championship

6.4.3 There is only ONE (1) winner for each Championship. These Championships will be contested by the all the Interstate / Interclub / Development Teams.

6.4.4 To be eligible for the Overall Team CPR Point Score Championships the composition of a team is described in [Section 1](#). In summary each team will be permitted to nominate up to a maximum of 16 competitors i.e., two female and two male competitors in each age division of Under 16 and Under 19 and four female and four male competitors in the Open age division.

Note: Teams do not need to be represented in each age division to be eligible for the Overall CPR Team Championship, however at least four (4) competitors must be nominated to form a team for the overall CPR awards.

6.4.5 Overall Age Division Championship winners will be determined in the following manner:

- Under 16 (The highest placed male and female combined)
- Under 19 (The highest placed male and female combined)
- Open (The two (2) highest placed male and female combined)

6.4.6 The Overall Team CPR Championship title will be determined by the total points scored in the 3 overall age division championships.

6.4.7 The point score calculations as described in [Rule 3.11, 3.12.4](#) will be applied (with the exception of Note 5). For the CPR point scores re-ranking will occur where individual competitors are removed. **Note:** The CPR-O must ensure that [Rule 3.2.4](#) is followed before the CPR event commences.

6.4.8 Ties for Team Awards will be decided in accordance with the method described in [Rule 3.10](#).

6.4.9 Laerdal Encouragement Prize: At the discretion of Laerdal an encouragement prize may be awarded to a team or Individual. There is no specific criteria as it is a discretionary award nominated by the CPR Coordinator in conjunction with the National Sports Advisor as well as a Laerdal representative if they are in attendance at the APLSC.

6.4.10 The following awards are given for CPR events:

- Individual events - Medals will be presented to the first three (3) placed competitors as part of the general events, usually on deck.
- All point score Championships will be presented at Presentation Function.
- Overall Age Division Championships – The three highest placed teams will be presented with medal or certificates for their point-scoring team members of as well as a team certificate.
- Overall CPR Championship: The highest place team will be presented with The Laerdal trophy and the Laerdal prize, as well the three highest placed teams will be presented with a team certificate and a certificate for each point-scoring team member.
- Encouragement Award: Laerdal prize presented at Presentation Function.

6.5 GENERAL CONDITIONS

6.5.1 Team management and competitors are responsible for being familiar with the competition schedule, and with the associated Rules and regulations governing the event.

6.5.2 A competitor absent from the marshalling the event may be disqualified unless involved in an event running concurrently. (Refer Rule [6.8](#) and [5.12](#))

6.5.3 Only competitors and officials shall be allowed into the area in the designated for the competition. The permission of the CPR organiser should be sought before others enter the actual CPR competition area. Competitors must enter and exit the competition area as directed by officials.

6.5.4 The competitor must not receive any outside assistance.

6.5.5 A supervising official will ensure that the manikin is appropriately cleaned; this may include replacement of manikin parts, before commencement by each competitor.

6.5.6 The competitor is responsible for fitting the manikin's face correctly prior to the start of their test.

6.5.7 A competitor is entitled to perform three compressions and three breaths on the manikin immediately prior to the test beginning.

6.5.8 Points are awarded as either full points or zero; they are not graded.

6.5.90 Watches or any other timing device are not permitted to be worn or brought into the CPR competition by any competitor.

6.5.10 Competitors are not required to wear a competition cap.

6.5.11 Where an official observes a change in conditions, they shall report it to CPR-O. If it is determined that the observed changes materially alter the test conditions, the CPR-O may adjust the judges' score for the affected part of the test or rerun the test.

6.5.12 A competitor who interferes with another competitor during an event shall be disqualified.

6.5.13 Required start or directions statements given by officials as part of the event are not subject to protest or appeal.

6.5.14 The order of teams shall be determined by a random draw. [Refer 3.2.4](#)

6.5.15 A briefing sheet shall be distributed to teams at least 7 days prior to the start of the competition with specific event organizational details. This will include details of the designated competition and security area.

6.5.16 To assist the organisers in determining how many heats may be required, events may be initially marshalled the day before or at the start of the day the event is scheduled.

6.6 EVENT DESCRIPTION

6.6.1 The purpose of the event is to test the ability of individuals to carry out efficient and effective single operator cardiopulmonary resuscitation (CPR) on a manikin in an aquatic environment using the principles of DRSABCD. It will be assumed the manikin is an immersion casualty. A summary of the scenario appears at the top of the CPR scoresheet ([Appendix P](#)).

6.6.2 On the starting signal the competitor will begin the test.

6.6.3 The competitor is required to perform CPR for 5 cycles or until directed to stop by the judge. A full cycle is 30 compressions followed by 2 breaths. The total duration of the test will be two minutes and thirty seconds (2:30)

6.6.4 Details of the test requirements are detailed in the CPR Scoresheet. See [Appendix P](#).

6.6.5 Competitors MUST follow, in STRICT ORDER, the skill requirements listed in the Numbered Sections and Roman numerals sub sections on the CPR Score sheet to obtain points.

6.6.6 The CPR techniques listed for and tested at the Australian Pool Life Saving Championships CPR Competition are consistent with the ANZCOR/ARC Guidelines. Following the advice of the RLSSA National Medical Advisor “performing two rescue breaths prior to commencing CPR on immersion casualties is permissible:” therefore the administering of two initial rescue breaths will not be scored, nor will competitors be penalised if they choose to apply them prior to commencing CPR”.

6.6.7 A penalty deduction of 10 points will be applied for rough handling of the victim (manikin).

6.6.8 The competitor with the highest score will be the winner of the event.

6.6.9 The CPR Coordinator will review all computer printouts and scores will be amended if deemed necessary to ensure consistency across the competition.

6.7 EQUIPMENT

6.7.1 Competitors must use the manikins supplied.

6.7.2 After consultation with the manikin supplier National Branch, in consultation with the CPR-O, will select the manikin to be used for the competition. Any change to previous manikin specifications should be endorsed by the National Sports Committee and teams notified at least 3 months prior to APLSC.

6.7.3 Where possible competitors will be provided with an opportunity to have a short training session on the competition manikin during APLSC warm-up sessions.

6.8 CONCURRENT EVENTS

6.8.1 Where possible at Australian Pool Life Saving Championships to maximise the time available CPR events are run concurrently with other events i.e., SERC. (Refer [Rule 1.5](#)) To run these events concurrently all effort is made to ensure that there is a free movement of competitors between one event and the other however sometimes competitors may be required to present themselves for 2 events at the same time. If competitors find themselves in this situation the following procedure will be used. (Also refer [Rule 5.12](#))

6.8.2 Competitors can compete in both events and officials will ensure there is little or no interruption to either event.

6.8.3 The Championship Manager, in consultation with the Chief Referee, will control the movement of competitors through communication with the event marshalls.

6.8.4 SERC/speed event marshalling will take precedence over CPR, in addition the following will apply when events are run concurrently:

- If a competitor is already in the CPR marshalling area when their other event is called, they MUST advise the CPR Marshall who will make arrangements to release the affected competitor/s to the other event marshalling.
- The marshalls (both events) may determine time is available so the competitor may undertake the CPR before their other event begins.
- Competitors must return to the CPR area immediately after they have competed in their other.

6.8.5 In ensuring the smooth transition of events running concurrently, the following is expected by competitors and teams:

- The competitor/s must not leave the CPR marshalling area without the prior permission of the CPR marshall; and
- Their team members in other event marshalling (or a team official if all team members are affected) must inform that marshall which team members are in CPR marshalling.

6.9 DISQUALIFICATION

6.9.1 In addition to the General Rules outlined in Section 1, [Rules 4.1 to 4.4](#) and [Rule 4.9](#) the following behaviour will result in disqualification if:

- The competitor received 'outside assistance'.
- The competitor impeded another competitor and placed that competitor at a disadvantage.
- The competitor used a watch or timing device during the competition.
- Wilful damage of the manikin of any equipment used during the CPR event.
- The competitor gained an advantage by continuing with CPR after the 'TEST COMPLETED' order was given.
- Competitors who verbally or physically or official may be assigned a penalty or disqualified.
- Team members deliberately attempting to gain an advantage by disregarding the Rules, the directions of officials or briefing material/information issued to them prior to the start of the SERC.
- A competitor absent from the event marshalling or leaving the area without the permission of the marshall.

Note: If an error by an official, results in a fault by a competitor, the fault of the competitor may be expunged.

6.10 CPR SCORE SHEET

6.10.1 The CPR score sheet to be used in all National competitions is detailed in [Appendix P](#) of these Rules.

6.10.2 The following pages provide an overview of the guiding principles for officials involved in judging the CPR competition.

6.11 CPR COMPETITION JUDGES GUIDE

- i. Competitor arrives and places a face mask on the manikin.
- ii. The judge turns on the Laerdal monitor.
- iii. With the monitor facing the competitor, the competitor is able to perform 3 test compressions and 3 test breaths.
- iv. Judge then turns the monitor to face away from the competitor and resets the monitor selecting Single Rescuer Algorithm with 2min time option.
- v. Judge asks the competitor if they are ready to commence the test.
- vi. Judge says 'Test Commences'
- vii. When the Timekeeper says, 'Test Completed' (after 2 minutes 30 seconds) the competitor is to cease immediately. Any continuation will be noted on scoresheet and may be subject to disqualification.
- viii. At the conclusion the Judge will save the competitor's result (file name is to uniquely identify the competitor)
- ix. The competitor is then asked to zip up the jacket, remove the face mask from the manikin and leave the competition area.
- x. The Judge together with the Timekeeper completes Section A and Section B of the scoresheet.
- xi. Judges are only required to complete sections with a "zero" to indicate where the competitor failed the test. Where full points are earned, these will be added by the collator when scores are being tallied.
- xii. Marks for Section C and D of the scoresheet will be taken from the displays on the monitoring device.
- xiii. Where a % mark is required, judges are to record the actual score from the display and when tallying scores, the collator will convert it to a score out of 10. E.g., 100% = 10, 76% = 7.6
- xiv. Should a competitor perform two rescue breaths prior to commencing CPR, this is to be noted in the space provided on the bottom left-hand section of the scoresheet.
- xv. The CPR Coordinator (or their representative) will review results, and scores may be amended if deemed necessary.
- xvi. Should, in the opinion of the judge and the timekeeper, a competitor handle or treat the victim in a rough manner, a 10 point deduction is to be noted on the scoresheet in the space provided.

- xvii. Notes should be maintained of what actions were deemed to be rough handling.

6.12 CPR COMPETITION TIMEKEEPERS GUIDE

- i. The competitor arrives and places the face mask on the manikin.
- ii. On completion of the 3 test compressions and 3 test breaths, the competitor is asked if they are ready to commence.
- iii. When the judge says 'Test Commences' the timekeeper will start the stopwatch.
- iv. During the test the timekeeper is required to watch the test and count the cycles completed by the competitor.
- v. The timekeeper should also watch for competition criteria judged in Section A and Section B for later consultation with the Judge.
- vi. The test is concluded at 2 minutes and 30 seconds and the timekeeper is required to announce, 'Test Completed' and the timing watch is stopped.

6.13 CPR COMPETITION SCORE SHEET JUDGING POINTS

TEST ORDER

On the CPR score sheet there are Numbered Sections and within these Numbered Sections there are sub sections

- Roman numerals and
- Bullet points

Skill requirements listed in Numbered Sections and Roman numerals sub sections MUST be followed in STRICT ORDER as seen on the score sheet.

CLARIFICATION POINTS

- Should a section be missed then no points will be given for that section.
- Should the competitor on realizing they have missed a Section go back to complete that section – NO POINTS will be awarded.
- The awarding of points recommences when the competitor recommences the correct protocol order.
- Bullet point skill requirements must be performed and recognised by the judges but DO NOT have to be performed in the order seen on the score sheet.

Note: 'If you don't see it – you don't mark it'.

TEST SECTION A

Numbered Section 1 – LOOKING FOR DANGERS

- Requirement – Roman numeral, sub sections (i, ii, iii) must be performed in order.

Numbered Section 2 –CHECK FOR RESPONSE

- Requirement – Roman numeral, sub sections (i, ii) must be performed in order.

Numbered Section 3 – SEND FOR ASSISTANCE

- Requirement – Roman numeral, sub sections (i and ii) must be performed in order.
- Sub sections (i and ii) contain bullet points and each bullet point should be performed - but not necessarily in the order listed on the test sheet.

Numbered Section 4 – CHECK FOR AIRWAY

- Requirement – Roman numeral, sub sections (i, ii, and iii) must be performed in order.
- Judges will be looking for the mouth to be opened and turned slightly downwards to allow any foreign material to drain and that visible material is removed using fingers.

Numbered Section 5 – CHECK FOR NORMAL BREATHING

- Requirement - Test skills (i, ii, iii and iv) must be performed in order.
- In Sub Sections i and ii, Judges look for the correct head tilt method – pistol grip on the chin and hand on the forehead.

Sub Section (iii) – LOOK, LISTEN, FEEL FOR NORMAL BREATHING

- Look for movement of the upper abdomen or lower chest.
- Listen for the escape of air from the nose and mouth.
- Feel for movement of air at the mouth and nose.

Movement of the lower chest and upper abdomen does not necessarily mean the victim has a clear airway. Judges should also ensure that rescuer also listens and feels for air at the mouth and nose.

Sub Section (iv) allows for a pause to allow for proper assessment of any response from the victim to “look, listen, feel”.

This is critical as this is where the decision to commence CPR is made.

Judges must ensure they provide time for the competitor to pause prior to providing the “Not Breathing” response.

RESCUE BREATHS PRIOR TO COMMENCING CPR:

"RLSSA permits two rescue breaths to be performed prior to commencement of CPR on immersion casualties."

In relation to the CPR competition, the administering of two initial rescue breaths will not be scored, nor will competitors be penalised if they choose to apply them prior to commencing CPR.

Should a competitor perform two initial rescue breaths, this is to be recorded on the lower left-hand side of the scoresheet in the space provided and will be reviewed by CPR coordinator.

TEST SECTION B

Numbered Section 6 – COMMENCEMENT OF CPR

- The two bullet points must be performed and recognised by the Judges - but not necessarily performed in the order listed.

CPR should commence with chest compressions. CPR is 30 chest compressions followed by two rescue breaths. Completion of a full cycle is counted after the two rescue breaths.

Numbered Section 7 – COMPRESSIONS

Judges must recognise all these technique skills, as per the bullet points and award marks ONLY if these skills are displayed throughout all compression cycles.

Judges should look to see that compressions are performed in the centre of the chest. Compressions should be rhythmic, and the competitor should not be rocking backwards or forwards or using thumps or quick jabs.

Numbered Section 8 – RESCUE BREATHS

For all cycles judges MUST see (to award points):

- Pistol Grip technique
- Chin lift + hand on forehead to open airway
- Effective seal of mouth and nose (nostrils should be pinched with fingers or sealed with rescuers cheek)
- Eyes looking for the rise of the chest.
- Ear over mouth - listening for exhalation.

DEDUCTION OF POINTS FOR ROUGH HANDLING OF VICTIMS:

An unconscious person must always be handled gently, and judges and timekeepers are asked to look for this for the duration of the test. Should they consider that a victim has been treated in a rough manner, this is to be noted on the scoresheet. Examples of rough handling may vary but can include:

- excessively shaking the victim when checking for response,
- not making an effort to avoid any twisting or forward movements of the head or spine,
- tossing the manikin when moving the manikin into the side lying position, or returning them to a back lying position,
- jerking of the head backwards when opening airways, or
- administering breaths with excessive force during the CPR cycles

SECTION 7

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS SHORT COURSE EVENT RULES AND REGULATIONS

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7.1 INTRODUCTION

This section provides information and guidance on the events that form part of short course competitions including the rules and regulations. It is written to be a “stand alone” event document but is consistent with ILS event rules.

The intention of short course competitions is to provide the opportunity for participants to develop skills and techniques along with an understanding of the sport of Pool Life Saving over a shorter, less strenuous distance and without deep water requirements.

The events are based on [Section 4](#) Pool Life Saving Competition Event Rules and Regulations which have been modified for conduct over a 25 m distance as well as ILS short course events.

7.2 FACILITY STANDARDS AND EQUIPMENT

Refer to [Section 9](#) – Facility and Equipment Standards for Pool Life Saving Competition for details on the following:

- Life Saving Manikin Specifications
- Fins /Flippers Specification
- Rescue Tubes
- Obstacles
- Line throw rope

NOTE: Athletes are only permitted to wear rubber flippers when participating in short course competitions.

Flippers are measured while not worn. Rubber flippers used in short course competitions shall comply with the following specifications:

Length: maximum overall length 57cm, including ‘shoe’ or ankle strap (ankle strap extended).

Width: 27cm maximum at the widest point of the rubber blade

Rubber flippers will not be permitted to be worn in short course competition if they do not conform to the above dimensions or if they are considered to constitute a safety hazard.

Each team must provide their own swim fins/flippers for competitors.

All pool depths for dive starts should comply with the **Guidelines for Safe Pool Operation SU22**. In addition, refer to the Guidelines for a full description of conditions for all Dive starts. Below is a summary of depths:

In water depth less than 900mm dive starts should not be permitted. All events should commence in the water.

In water depths 900mm to 1000mm:

- competitive dive starts may be permitted from concourse level to a maximum height above water of 200mm.
- if concourse height is greater than 200mm above the surface of the water, starts should be commenced in the water.

In water depths greater than 1000mm and less than 1200mm:

- competitive dive starts may be permitted from concourse level to a maximum height above water of 400mm.
- if concourse height is greater than 400mm above the surface of the water, starts should be commenced in the water.

In water depths 1200mm or greater, competitive dive starts may be permitted from a maximum height of 750mm.

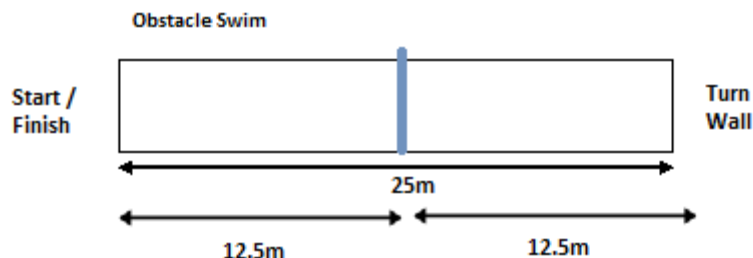
7.3 GENERAL RULES AND PROCEDURES

In addition to the event specific Rules detailed in this Section, the general competitive conditions outlined in [Section 4](#) also apply including:

- Start procedures – Rule [4.9](#)
- Victims and manikin handlers – Rule [4.6](#)
- Manikins – including manikin carry and manikin tow – [Rule 4.11](#)

7.4 100M OBSTACLE SWIM

7.4.1 EVENT DESCRIPTION



With a dive entry on an acoustic signal, the competitor swims the 100 m course passing four times under the immersed obstacles to touch the finish wall of the pool.

Competitors must surface after the dive entry before the first obstacle; after passing under each obstacle; and after a turn prior to passing under an obstacle.

Competitors may push off the pool bottom when surfacing from under each of the obstacles. “Surfacing” means the competitor’s head breaks the plane of the surface of the water.

Swimming into or otherwise bumping an obstacle is not a behaviour that results in disqualification.

7.4.2 EQUIPMENT

Obstacles: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

Obstacles are fixed at right angles onto lane ropes in a straight line across all lanes. The obstacle is located 12.5 m from the starting wall in the middle of the pool.

Note: It is acceptable to have obstacles of 50cm in depth (rather than 70cm) in depth to allow for shallow 25m pools.

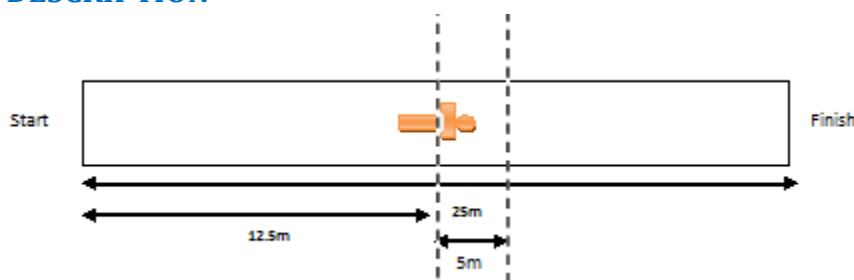
7.4.3 DISQUALIFICATION

In addition to the General Rules in Section 1, and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Passing over an obstacle without immediately returning over or under that obstacle and then passing under it.
- Failure to surface after the dive entry or after a turn.
- Failure to surface after each obstacle.
- Failure to touch the wall during turns.
- Failure to touch the finish wall.

7.5 25M MANIKIN CARRY

7.5.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 12.5 m freestyle and then dives to recover a submerged manikin to the surface within 5 m of the pick-up line. The competitor then carries the manikin to touch the finish wall of the pool.

Competitors may push off the pool bottom when surfacing with the manikin.

7.5.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed for the event.

Competitors must use the manikins supplied by organisers.

7.5.3 POSITIONING OF THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m, where possible. In water deeper than 3 m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back, the head in the direction of the finish, with the transverse line in the middle of the manikin's thorax on the 12.5 m line.

Except as specified in event-specific standards, a minimum depth of 1.0m is required

7.5.4 SURFACING THE MANIKIN

Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.

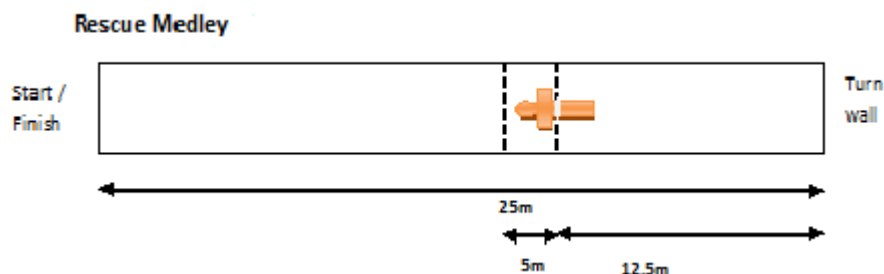
7.5.5 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Not surfacing before diving to the manikin.
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Carrying the manikin face down as described in [Rule 4.11](#).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

7.6 50M RESCUE MEDLEY

7.6.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 25 m freestyle to turn, dive, and swim underwater to a submerged manikin located at 12.5 m from the turn wall (32.5m).

The competitor surfaces the manikin within the 5 m pick-up line, and then carries it the remaining distance to touch the finish wall.

Competitors may breathe during the turn, but not after their feet leave the turning wall until they surface with the manikin.

Competitors may push off the bottom when surfacing with the manikin.

7.6.2 EQUIPMENT

Manikin: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition. The manikin is completely filled with water and sealed for the event.

Competitors must use the manikins supplied by organisers.

7.6.3 POSITIONING THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m where possible. In water deeper than 3 m, the manikin shall be placed on a platform (or other suitable support) to position it at the required depth.

The manikin is positioned on its back, head in the direction of the finish, with the transverse line in the middle of the manikin's thorax located on the 12.5 m line.

7.6.4 SURFACING THE MANIKIN

Competitors must have the manikin in the correct carrying position before the manikin's head passes the 5 m line.

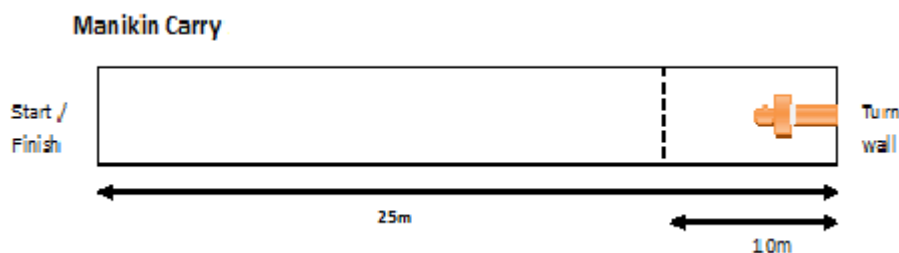
7.6.5 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Surfacing after turning and before lifting the manikin.
- Breathing after the feet leave the turn wall and before surfacing with the manikin.
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Carrying the manikin face down as described in [Rule 4.11](#).
- vii. Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

7.7 50M MANIKIN CARRY WITH FINNS

7.7.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 25 m freestyle wearing fins and then recovers a submerged manikin to the surface within 10 m of the turn wall. The competitor carries the manikin to touch the finish wall of the pool. Competitors need not touch the turn wall of the pool. Competitors may push off the bottom when surfacing with the manikin.

7.7.2 EQUIPMENT

Manikins, fins: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

The manikin is completely filled with water and sealed for the event. Competitors must use the manikins supplied by organisers.

Athletes are only permitted to wear rubber flippers when participating in short course competition fin events. Athletes will not be permitted to compete if they are wearing fibreglass flippers.

7.7.3 POSITIONING OF THE MANIKIN

The manikin is located at a depth between 1.8 m and 3 m, where possible. In water deeper than 3 m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back in contact with the pool bottom and its base touching the pool wall, with its head in the direction of the finish.

Where the facility design does not provide a vertical wall that joins the bottom at 90 degrees, the manikin must be positioned as close as possible to the wall, but no further than 30 cm from the wall as measured at the water surface.

7.7.4 SURFACING THE MANIKIN

Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 10 m line.

7.7.5 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.8](#)). Competitors are not permitted to start again in another heat.

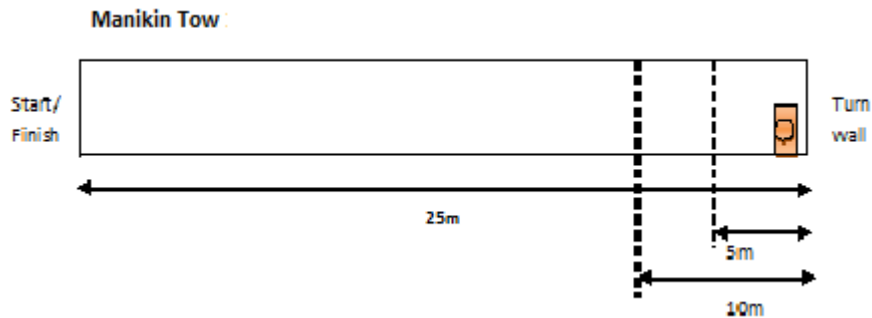
7.7.6 DISQUALIFICATION

In addition to the General Rules in [Section 1](#), and [Rules 4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin – not including the bottom of the pool.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 10 m line.
- Using an incorrect carrying technique as described in [Rule 4.11](#).
- Carrying the manikin face down as described in [Rule 4.11](#).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

7.8 50M MANIKIN TOW WITH FINS

7.8.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 25 m freestyle with fins and rescue tube. After touching the turning wall, and within the 5 m pick-up zone, the competitor fixes the rescue tube correctly around a manikin and tows it to the finish. The event is complete when the competitor touches the finish wall of the pool.

7.8.2 EQUIPMENT

Manikin, fins, rescue tube: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

The manikin is filled with water so that it floats with the top of its transverse line at the surface. Competitors must use the manikins and rescue tubes supplied by organisers.

Athletes are only permitted to wear rubber flippers when participating in short course competition fin events. Athletes will not be permitted to compete if they are wearing fibreglass flippers.

7.8.3 POSITIONING THE MANIKIN

A member of the competitor's team assists as manikin handler. With the referees' approval, non-team members may act as handlers, provided they do not violate [Rule 4.3](#) and [4.6](#).

Manikin handlers must wear a team cap.

Before the start and during the race, the manikin handler positions the manikin (vertically and facing the turn wall) within the allotted lane.

The handler releases the manikin immediately after the competitor touches the turn wall. The handler may not push the manikin toward the competitor or the finish wall.

Manikin handlers may not intentionally enter the water during the event.

7.8.4 STARTS WITH RESCUE TUBES

At the start, the rescue tube and rescue tube line may be positioned at the competitor's discretion, but within the competitor's allotted lane. Competitors should ensure a safe and correct position of rescue tube and line.

7.8.5 WEARING RESCUE TUBES

Rescue tubes must be donned correctly with the loop across or over one shoulder.

Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach to the manikin or during the manikin tow.

7.8.6 SECURING THE MANIKIN

After first touching the turning wall, the competitor then secures the manikin correctly with the rescue tube around the body and under both arms of the manikin, and clipped to an O-ring, within the 5 m pick-up zone.

Competitors must complete the 25 m freestyle swim by touching the pool wall before touching the manikin.

7.8.7 TOWING THE MANIKIN

Competitors must tow (not carry) the manikin.

Beyond the 5 m pick-up zone, competitors must tow the correctly secured manikin face up at the surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin's head passes the 10 m line.

Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors shall be disqualified if the rescue tube and manikin become separated.

Competitors shall not be disqualified if the rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was "secured correctly" originally, and the manikin is towed face up at the surface.

As long as the manikin has not become separated from the rescue tube, and the manikin remains face up at the surface, a competitor may stop to re-secure the rescue tube correctly around the manikin without disqualification.

7.8.8 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.11](#)). Competitors are not permitted to start again in another heat.

7.8.9 RESCUE TUBE DEFECT

If, in the opinion of the referee, the rescue tube, line and/or harness (belt) present a technical defect during the race, the referee may allow the competitor to repeat the race.

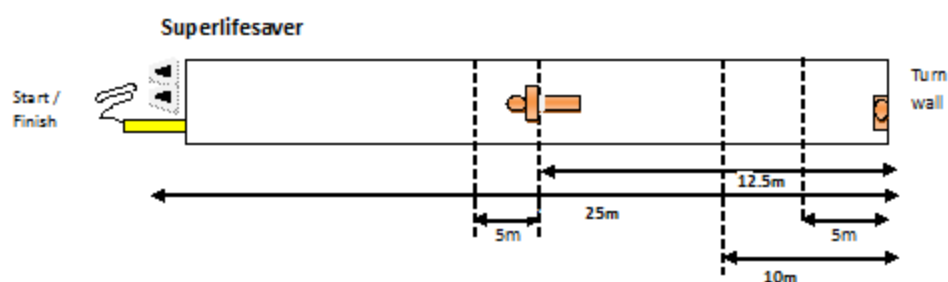
7.8.10 DISQUALIFICATION

In addition to the General Rules in Section 1, and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, underwater hockey fittings) when fixing the rescue tube around the manikin.
- Manikin handler not releasing the manikin immediately after the competitor has touched the turn wall.
- Manikin handler pushing the manikin towards the competitor or the finish wall.
- Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has touched the turn wall.
- Manikin handler intentionally entering the water during the event, or entering the water and interfering with the performance of another competitor or interfering with the judging of the event.
- At 25 m, not touching the pool wall before touching the manikin.
- Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and clipped to an O-ring).
- viii. Not securing the rescue tube around the manikin within the 5 m pickup zone, judged at the top of the manikin's head.
- The line of the rescue tube not becoming fully extended before the top of the manikin's head passes the 10 m line.
- Not towing the manikin with the line of the rescue tube fully extended beyond the 10 m line (unless the competitor has stopped to re-secure the manikin).
- Pushing or carrying, instead of towing, the manikin.
- Towing the manikin face down below the surface.
- The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin.
- Touching the finish wall without the rescue tube and manikin in place.
- Failure to touch the finish wall.

7.9 100M SUPERLIFESAVER

7.9.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 37.5 m freestyle and then dives to recover a submerged manikin. The competitor surfaces the manikin within the 5 m pick-up zone and carries it to the turning wall. After touching the wall (50m) the competitor releases the manikin.

In the water, the competitor dons fins and rescue tube and swims 25 m freestyle. After touching the wall, and within the 5 m pick-up zone, the competitor fixes the rescue tube correctly around a manikin and tows it to the finish (100m).

The event is complete when the competitor touches the finish wall of the pool.

7.9.2 EQUIPMENT

Manikins, fins, rescue tubes: See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving. Competitors must use the manikins and rescue tubes supplied by organisers.

Athletes are only permitted to wear rubber flippers when participating in short course competition fin events. Athletes will not be permitted to compete if they are wearing fibreglass flippers.

7.9.3 PLACEMENT OF FINS AND RESCUE TUBES

Prior to the start, competitors must place the fins and rescue tube on the pool deck (not the starting block/podium) within the confines of their allotted lane.

7.9.4 POSITIONING THE MANIKIN FOR THE CARRY

The manikin is completely filled with water and sealed for the event. The manikin is located at a depth between 1.8 m and 3 m, where possible. In water deeper than 3m, the manikin shall be placed on a platform (or other support) to position it at the required depth.

The manikin is positioned on its back, head in the direction of the finish with the transverse line in the middle of the manikin's thorax on the 12.5 m line.

7.9.5 POSITIONING THE MANIKIN FOR THE TOW

The manikin is filled with water so that it floats with the top of its transverse line at the surface.

A member of the competitor's team assists as manikin handler. With the referee's approval, non-team members may act as handlers, provided they do not violate [Rule 4.3](#) and [4.6](#).

Manikin handlers must wear a team cap.

Before the start, the manikin handler positions the manikin (vertically and facing the wall) within the allotted lane.

The manikin handler must let go of the manikin immediately after the competitor touches the turn wall. The handler may not push the manikin towards the competitor or the finish wall.

Manikin handlers may not intentionally enter the water during the event.

7.9.6 SURFACING THE FIRST MANIKIN

Competitors may push off the bottom of the pool when surfacing with the manikin.

Competitors must have the manikin in the correct carrying position before the top of the manikin's head passes the 5 m line.

7.9.7 DONNING FINS AND TUBES

After first touching the turn wall, the competitor discards the first manikin. In the water, the competitor dons fins and rescue tube and swims 25m freestyle

7.9.8 WEARING RESCUE TUBE

Rescue tubes must be donned correctly with the loop across or over one shoulder.

Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach to the manikin or during the manikin tow.

7.9.9 SECURING THE SECOND MANIKIN

After first touching the turn wall, the competitor then secures the manikin correctly with the rescue tube around the body and under both arms of the manikin, and clipped to an O-ring, within the 5 m pick-up zone.

Competitors must complete the freestyle swim by touching the pool wall before touching the manikin.

7.9.10 TOWING THE MANIKIN

Competitors must tow (not carry) the manikin.

Beyond the 5 m pick-up zone, competitors must tow the correctly secured manikin face up at the surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin's head passes the 10 m line.

Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors shall be disqualified if the rescue tube and manikin become separated. Competitors shall not be disqualified if the rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was "secured correctly" originally, and the manikin is towed face up at the surface.

As long as the manikin has not become separated from the rescue tube, and the manikin remains face up at the surface, a competitor may stop to re-secure the rescue tube correctly around the manikin without disqualification.

7.9.11 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the Rules governing manikins are not violated (see [Rule 4.11.](#)). Competitors are not permitted to start again in another heat.

7.9.12 RESCUE TUBE DEFECT

If in the opinion of the referee, the rescue tube, line and/or harness (belt) present a technical defect during the race, the referee may allow the competitor to repeat the race.

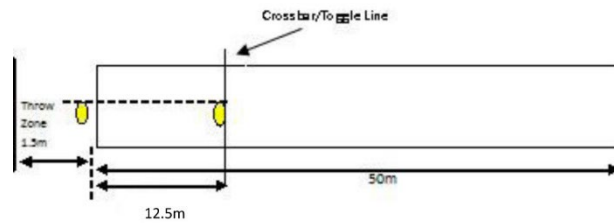
7.9.13 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings), not including the bottom of the pool when surfacing the manikin.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5 m pick-up zone.
- Using an incorrect carrying technique as described in [Rule 4.11.](#)
- Carrying the manikin face down (see [Rule 4.11.](#))
- Manikin handler not releasing the manikin immediately after the competitor has touched the turn wall.
- Manikin handler pushing the manikin towards the competitor or the finish wall.
- Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has touched the turn wall.
- Manikin handler intentionally entering the water during the event, or entering the water and interfering with the performance of another competitor or interfering with the judging of the event.
- At 75 m, not touching the pool wall before touching the manikin.
- Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and clipped to an O-ring).
- Not securing the rescue tube around the manikin within the 5 m pickup zone judged at the top of the manikin's head.
- The line of the rescue tube not becoming fully extended before the top of the manikin's head passes the 10 m line.
- Not towing the manikin with the line of the rescue tube fully extended beyond the 10 m line (unless the competitor has stopped to re-secure the manikin).
- The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin.
- Touching the finish wall without the rescue tube and manikin in place.
- Failure to touch the finish wall.

7.10 12.5M LINE THROW

7.10.1 EVENT DESCRIPTION



In this timed event, the competitor throws an unweighted line to an endorsed competitor (same gender) located in the water on the near side of a rigid crossbar/line located at a 12.5 m distant. The competitor pulls this “victim” back to the finish wall of the pool.

7.10.2 THE START

On the first whistle the competitors step into the throw zone. The “thrower” holds one end of the throw line. The “victim” takes the line, enters the water and extends the surplus line over and beyond the crossbar/line in the allotted lane. No practice throws are permitted.

On the second whistle, competitors take their positions for the start without undue delay. When all competitors have assumed their starting positions, the starter shall give the command “Take your marks”. When all competitors are stationary, the starter gives the acoustic starting signal.

Starting position: The thrower stands in the throw zone facing the victim, motionless with legs together and arms straight down and beside the body. The end of the throw line is held in one hand.

The victim treads water in the centre of the lane on the near side of the rigid crossbar/line. The victim holds (with one or two hands) both the throw line and the designated spot on the crossbar/line.

On an acoustic starting signal: The thrower shall retrieve the line, throw it back to the victim (who grasps it), and pull him or her through the water until the victim touches the finish wall.

To avoid any possible interference with other lanes, the victim may not exit the water and remains in his or her lane. The victim will be disqualified if he or she attempts to climb out of the water or sit on the pool edge before the referee’s signal.

Similarly, the thrower remains in the throw zone until the referee signals the completion of the race.

There is no penalty for pulling on the rigid crossbar/line while attempting to reach the throw line.

7.10.3 FAIR THROW

Victims may grasp the throw line with their hands only within their lane. The lane marker is not “within the lane”. Victims may submerge to retrieve the throw line. Victims may not release the designated mark on the crossbar/line before grasping the throw line with the other hand.

As long as victims remain entirely within their designated lane and do not release their grasp on the designated mark on the crossbar/line, they may use their foot or other part of the body to manoeuvre the throw line within their lane to a position where they can grasp the line with their hand.

Pull through the water: While being pulled to the edge, victims must be on their front grasping the throw line with both hands. Victims may not “climb” the throw line hand-over-hand. For safety reasons, victims may release the line with one hand for the sole purpose of touching the wall. This will not result in disqualification.

Victims may wear swim goggles.

7.10.4 THROW ZONE

Throwers must remain on the deck and in their allotted lane, poolside of a clearly defined mark 1.5 m from the pool wall. If there is a raised portion of the poolside, the line shall be 1.5 m back from the deck side of the raised portion.

Throwers must keep at least one foot wholly within the inside edge of the throw zone.

Throwers who exit the throw zone (as judged by both feet) while pulling the victim or prior to the 45-second completion signal, shall be disqualified.

On the condition that there is no interference with another competitor, and provided that at least one foot remains wholly within the inside edge of the throw zone, any part of the throwers’ body may touch or cross the throw zone line without penalty. Any part of the throwers’ feet may cross over the front of the “pool edge” of the throw zone without penalty.

Throwers may reach to retrieve a line dropped outside the throw zone as long as they maintain at least one foot wholly within the throw zone, and that there is no interference with another competitor. Throwers who enter (or fall into) the water shall be disqualified.

7.10.5 TIME LIMIT

Throwers must make a fair throw and tow the victim to the finish wall within 45 seconds. If a throw falls short or outside the allocated lane, throwers may recover the line and throw again as often as necessary up to the 45-second limit. Throwers who fail to get the victim to the finish wall before the 45-second completion signal shall be designated as “Did Not Finish” (DNF).

7.10.6 EQUIPMENT

Throw line: See [Section 9](#)– Facility and Equipment Standards. The throw line must be between 16.5 m and 17.5 m in length. Competitors must use the throw lines supplied by organisers.

The rigid crossbar is positioned on the surface across each lane 12.5 m from the starting end of the pool or a line is used. A tolerance of plus 0.10 m and minus 0.10 m in each lane is allowed.

A mark located on the crossbar (if used) in the centre of the lane clearly designates the spot to be held by the victim.

7.10.7 JUDGING

A judge shall be assigned to each lane (where possible) and positioned behind the competitor (i.e., the thrower) with a clear view of the lane. A judge shall be positioned on each side of the pool at the 12.5 m mark.

7.10.8 DISQUALIFICATION

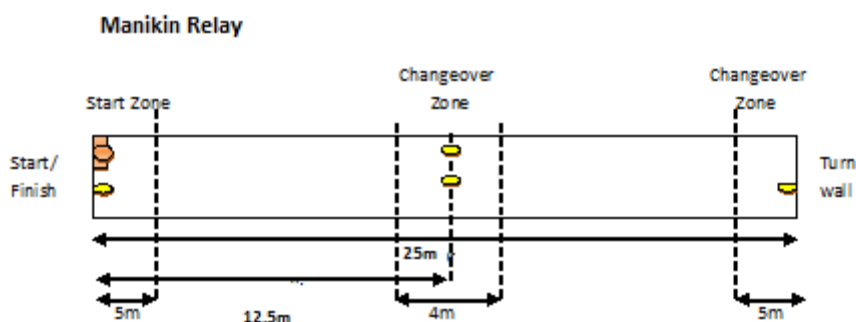
In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Victims releasing or moving their hand from the designated mark on the crossbar before grasping the throw line with the other hand.
- Victim grasping the throw line outside the lane.
- Victim not on his or her front while being pulled to the finish wall.
- Victim not holding the throw line with both hands while being pulled to the finish wall (victim may release the line with one hand for the sole purpose of touching the wall).
- Victim “climbing” the throw line hand-over-hand.
- Line thrower exiting the throw zone (as judged by both feet) at any time after the start and before the 45-second completion signal.
- Victim exiting the water before the 45-second completion signal.
- Line thrower executing practice throw(s)
- Failure to touch the finish wall.

Note: Failure to get the victim to the finish wall before the 45-second completion signal shall be designated “Did Not Finish” (DNF).

7.11 4 X 12.5M MANIKIN RELAY

7.11.1 EVENT DESCRIPTION



Four competitors in turn carry a manikin approximately 12.5 m each.

The first competitor: starts in the water holding a manikin at the surface with one hand and the start wall or starting block with the other hand. On an acoustic signal, the competitor carries the manikin and passes it to the second competitor within the 4 m changeover zone situated between the 10.5 m and 14.5 m mark.

The second competitor: carries the manikin to touch the turn wall and passes the manikin to the third competitor who is in contact with the turn wall or starting block with at least one hand. The third competitor may touch the manikin only after the second competitor has touched the turn wall.

The third competitor: carries the manikin and passes it to the fourth competitor in the changeover zone between the 35.5 m and 39.5 m mark.

The fourth competitor: completes the event by carrying the manikin to touch the finish wall with any part of the competitor's body.

Competitors must remain in the water at the surface in their lanes until the referee signals the completion of the event.

Only the incoming and outgoing competitors may participate in the manikin exchange. The incoming competitors may assist outgoing competitors, but only as long as the manikin's head remains within the changeover zones.

Competitors may not release the manikin until the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).

The start zone and relay changeover zones shall be indicated by flags:

- At the start – 5 m from the pool wall
- In the middle of the pool – two lines of flags at 10.5 m and 14.5 m from the start, situated at 1.5 m to 2 m above the surface
- At the turning wall – 5 m from the pool wall

Competitors may push off the pool bottom in the relay changeover zone.

At the start, competitors are not judged on “carrying the manikin” criteria (defined in [Rule 4.11.](#)) within the start zone. Carrying the manikin criteria does apply within the finish zone at the end of the relay.

Competitors are not judged on “carrying the manikin” criteria within the changeover zones in the middle of the pool and at the turn wall.

7.11.2 EQUIPMENT

Manikin: See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving Competition.

The manikin is completely filled with water and sealed.

Competitors must use the manikins supplied by organisers.

7.11.3 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Using incorrect manikin carry technique as described in [Rule 4.11](#).
- Carrying the manikin face down (see [Rule 4.11](#)).
- Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) – not including the bottom of the pool.
- The manikin changing hands:
 - Before or beyond the designated changeover zone
 - Before the second competitor touches the pool wall
 - Without the third competitor in touch with the pool wall
- Assistance from a third competitor during the exchange between the incoming and outgoing competitors.
- Releasing the manikin before the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.
- One competitor completing two or more legs of the event.
- Leaving the start before the previous competitor has touched the wall.
- A competitor re-entering the water after completing his or her leg of the relay.

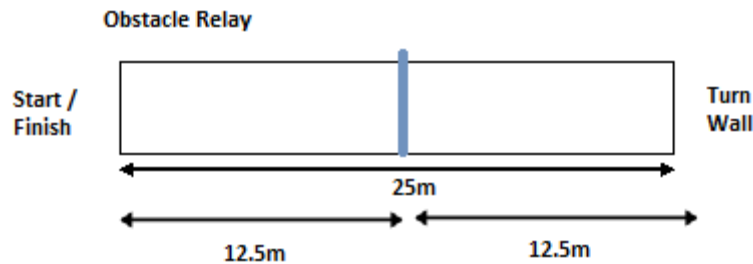
Note: Once the top of the head of the manikin has entered the changeover zone, competitors are not judged on “carrying the manikin” criteria. Once the top of the head of the manikin has left the changeover zone, “carrying the manikin” criteria apply.

The manikin exchange between competitors 1 / 2 and competitors 3 / 4 may take place at any time after the top of the manikin’s head has entered the changeover zone, but the exchange must occur within the changeover zone. Outgoing competitors must have the manikin in the correct carrying position when the top of the manikin’s head passes the outgoing changeover line (i.e., 5m line).

After the second competitor has touched the turn wall, he or she may assist in the exchange with the third competitor anywhere within the 5m changeover zone. The third competitor must have the manikin in the correct carrying position when the top of the manikin’s head passes the 5m line.

7.12 4 X 25M OBSTACLE RELAY

7.12.1 EVENT DESCRIPTION



With a dive entry on an acoustic signal, the first competitor swims 25 m freestyle passing under one obstacle. After the first competitor touches the turn wall the second, third, and fourth competitors repeat the procedure in turn.

Competitors must surface after the dive entry before the obstacle. “Surfacing” means the competitor’s head breaks the plane of the surface of the water.

Competitors may push off the pool bottom when surfacing from under the obstacles.

Swimming into or otherwise bumping an obstacle is not a behaviour that results in disqualification.

The first, second and third competitors must leave the water upon finishing their legs of the relay without obstructing any other competitors.

The first, second and third competitors may not re-enter the water.

7.12.2 EQUIPMENT

Obstacles: See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

Obstacles are fixed at right angles on lane ropes in a straight line across all lanes. The obstacle is positioned 12.5 m from the starting wall.

Note: obstacles may need to be 50cm (rather than 70cm) in depth to allow for shallow 25m pools.

7.12.3 DISQUALIFICATION

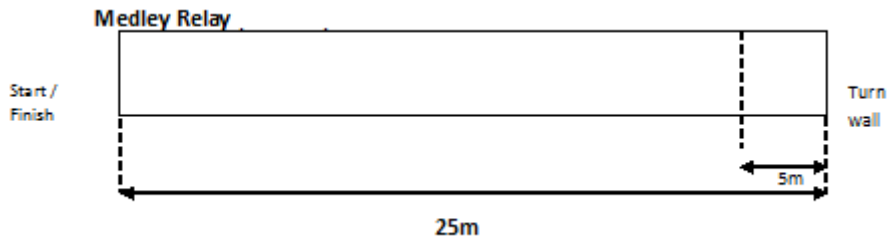
In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Passing over an obstacle and not immediately returning over or under that obstacle and then passing under it.
- Failure to surface after each dive entry.
- Failure to surface after each obstacle.
- Leaving the start before the previous competitor has touched the wall.
- Failure to touch the finish wall.
- A competitor re-entering the water after completing his or her leg of the relay.
- One competitor repeating two or more legs of the event.

- The second and third competitor starting before the first and second competitor respectively touch the turn wall.

7.13 4 X 25M MEDLEY RELAY

7.13.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the first competitor swims 25 m freestyle without fins.

With a dive start after the first competitor touches the wall, the second competitor swims 25m freestyle with fins.

With a dive start after the second competitor touches the wall, the third competitor swims 25m freestyle towing a rescue tube. The third competitor touches the turn wall.

The fourth competitor is in the water wearing fins with at least one hand on the turn wall, dons the harness. The third competitor, playing the role of “victim”, holds the rescue tube with both hands while being towed 25m by the fourth competitor to the finish.

Both the fourth and the third competitor (victim) must leave from the turn wall. The victim must be in contact with the rescue tube before passing the 5 m line. The line of the rescue tube must be fully extended beyond the 10m line.

The event is complete when the fourth competitor touches the finish wall of the pool with the victim in contact with the tube.

The victim may kick while being towed, but no other assistance is permitted.

The victim must grip the main body of the rescue tube, not the rope or clip. The victim must hold onto the rescue tube with both hands while being towed but may reposition his or her hands on the tube during the tow without disqualification.

While the fourth competitor must have at least one hand on the turn wall or starting block when the third competitor touches the wall, the fourth competitor may push off the wall with hand, arm, or feet. The fourth competitor may not touch any part of the rescue tube, its harness or line, until after the third competitor has touched the turn wall.

The first and second competitors must leave the water upon finishing their legs of the relay without obstructing any other competitors. The first and second competitors may not re-enter the water.

7.13.2 EQUIPMENT

Rescue tube, swim fins: See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving. Competitors must use the rescue tubes supplied by organisers.

7.13.3 STARTS WITH RESCUE TUBE

For the third competitor's start, the rescue tube and rescue tube line may be positioned at the competitor's discretion, but within the competitor's allotted lane. Competitors should ensure a safe and correct position of rescue tube and line.

7.13.4 WEARING RESCUE TUBES

Rescue tubes must be donned correctly with the loop across or over one shoulder. Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach or tow.

7.13.5 TOWING THE VICTIM

Competitors must tow the victim with the line of the rescue tube fully extended.

7.13.6 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and the team may continue in the race. The team will not be permitted to start again in another heat.

7.13.7 RESCUE TUBE DEFECT

If in the referee's opinion, the rescue tube, line or harnesses (belts) present a technical defect during the race, the referee may allow the team to repeat the race.

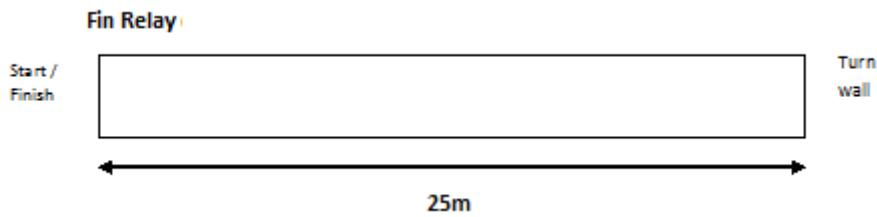
7.13.8 DISQUALIFICATION

In addition to the General Rules in [Section 1](#), and [Rules 4.1 to 4.10](#), the following behaviour will result in disqualification:

- The second and third competitors starting before first and second competitors respectively touch the turn wall.
- The fourth competitor touching the rescue tube harness, line or any part of the rescue tube before the third competitor touches the turn wall.
- The fourth competitor leaving the turn wall before the third competitor touches the wall.
- The victim holding the rescue tube by the rope or clip.
- The victim helping with arm movements, or not holding the rescue tube with both hands.
- The victim losing the rescue tube after passing the 5 m line.
- The fourth competitor towing the victim without the line of the rescue tube fully extended beyond the 10m line.
- One competitor completing two or more legs of the event (excludes third competitor acting as victim).
- Failure to touch the finish wall.
- A competitor re-entering the water after completing his or her leg of the relay.
- Leaving the start before the previous competitor has touched the wall.

7.14 8 X 25M FIN RELAY

7.14.1 EVENT DESCRIPTION



With a dive entry on an acoustic signal, the first competitor swims 25m freestyle with fins. After the first competitor touches the turn wall, the second through to eighth competitors repeat the procedure in turn.

Competitors may perform the majority of the lap underwater but must take one full arm stroke above the water on completion of the lap.

7.14.2 EQUIPMENT

Fins - refer to [Section 9](#) Facility and Equipment Standards for Pool Life Saving Competition

7.14.3 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [4.1 to 4.10](#), the following behaviour will result in disqualification:

- Failure to complete the lap with one full arm stroke.
- One competitor repeating two or more legs of the event.
- A competitor re-entering the water after completing his or her leg of the relay.
- Failure to touch the finish wall.
- Leaving the start before the previous competitor has touched the wall.

7.15 ILS CONSISTENCY

All Competition Event Rules and regulations will be reviewed, and clarification provided on an 'as need' basis in order to stay consistent with the current ILS Rules and Competition Manual.

Notification of any changes will be made via the Royal Life Saving Society - Australia website and general e-newsletter.

SECTION 8

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS
UNDER 14 RULES AND REGULATIONS

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INTRODUCTION

This section provides details of the Under 14 years events included in the RLSSA Australian Pool Life Saving Championships (APLSC). The competition may be conducted as part of the (APLSC) or may be conducted as a separate competition.

The intention of the Under 14 competition is to provide the opportunity for participants to develop skills and techniques along with an understanding in The Sport of Pool Life Saving. The events are based on [Section 4](#) Pool Life Saving Competition Event Rules and Regulations which have been modified for younger athletes.

8.1 EVENTS

The basic events conducted at the APLSC as the Under 14 Championships competition have been modified from those found in [Section 4](#) of the RLSSA Sport and Competition Handbook to suit junior competitors and include the skills of Line Throw, obstacle swimming, manikin carry and manikin tow.

The Under 14 Championships will consist of the following individual events:

- 100m Obstacle Swim
- 100m Manikin Carry with Fins (Half Full Manikin)
- 50m Manikin Carry (Half Full Manikin)
- 10m Line Throw
- 50m Manikin Tow with Fins

The U14 Championships should not include any other modified events or relays other than those above. Any other event may only be included with the approval of the National Sports Committee noting that such events must have their description and rules approved at least 6 months before the closing date for APLSC entries.

8.2 QUALIFYING

Competitors must, at the closing date for entries, hold a RLSSA Bronze Star (or equivalent) which will be current at the time of the competition. For the list of current equivalent awards refer [Rule 1.9.2](#)

Competitors must meet the minimum age requirement of 11 years of age as of the 1st January of the year in which the Championships are to be held.

Competitors who are 14 or older on the 1st January in the same year of competition will not be eligible to compete in the Under 14 competition.

Competitors enter as either an individual or as part of a team however each individual or team must have a designated adult manager who will comply with the Manager's Responsibilities. (refer [Rule 1.12](#))

8.3 GENERAL CONDITIONS

- i. Team management and competitors are responsible for being familiar with the competition schedule, and with the associated Rules and regulations governing events. They must comply with the entry and eligibility requirements (as relevant) set out in [Section 1](#).
- ii. Competitors may not be permitted to start in an event if they are late reporting to the marshalling area.
- iii. A competitor or team absent from the start of an event may be disqualified.
- iv. Only competitors, handlers and officials shall be allowed on the pool deck in the designated competition area. Competitors, handlers and officials must leave the designated competition area when not involved in the event taking place.
- v. Unless specifically provided for in the Rules no artificial means of propulsion may be used in competition (e.g., hand webs, armbands).
- vi. The use of sticky, tacky or adhesive substances (liquid, solid or aerosol) on competitors' hands or feet, or applied to the surface of a manikin or rescue tube to improve grip, or to assist the competitor to push off the pool bottom, is not permitted.
- vii. Competitors shall not take assistance from the pool bottom except where specifically allowed (e.g., Obstacle Swim).
- viii. Taking assistance from any pool fittings (e.g., lane ropes, steps, drains or underwater hockey fittings) is not permitted.
- ix. A competitor who interferes with another competitor / team during a race shall be disqualified.
- x. In all events, competitors must compete in their designated lane for the entire race and at the conclusion of the race competitors shall remain in the water in their lane until instructed by the referee or their designated official to leave the pool. Competitors must exit by the sides of the pool, not over timing pads at the end of the pool.
- xi. Competitors shall wear their team/club swim caps in all events. For this Rule Individuals not associated to a team/club are still required to wear a distinguishing cap. Refer to [Rule 4.4.3](#)
- xii. Order-of-finish decisions, whether by judges or automated timing equipment, are not subject to protest or appeal.
- xiii. Start decisions by the event director, starter or Chief Referee (or Chief Referee's designate) are not subject to protest or appeal.

8.4 VICTIMS

Both victims and rescuers should marshal together when called.

Victims need not be a competitor in a team but must be a registered competitor at the Championships.

Victims need not be the same gender as the competitor however they must be Under 16 years of age on the 1 January in the year of the relevant Championships.

Victims must wear the team/club cap of the competitor for who they are a 'victim', refer to [Rule 4.5](#).

8.5 EQUIPMENT

For full details of equipment requirements and specifications refer – See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving Competition Handbook.

8.5.1 EQUIPMENT REQUIREMENTS

The following equipment is required for the events outlined in these Rules and will be supplied by organisers:

- Obstacles
- Throw line: The throw line must be between 16.5 m and 17.5 m in length.
- Manikin: For all under 14 events a half full manikin is used. The definition of a half full manikin is that the manikin is filled with water, so that when positioned vertically it floats with the top of its transverse line at the surface.

Rubber Fins - are required for some of the events outlined in these rules and must be supplied by the competitors for their own personal use. They must conform to [Rule 8.6](#) below.

8.5.2 RESCUE TUBE MODIFICATION

With the Chief Referee's or Event Director's approval the rescue tube may be modified prior to that event start for smaller competitors who find it difficult to keep the harness on correctly while in the start position. This is done by tying a knot in the harness close to the join with the line. The harness must not be shortened to such an extent that it provides an unfair advantage to the competitor. Approval should be gained prior to marshalling.

8.5.3 RESCUE TUBE DEFECT

If, in the opinion of the referee, the rescue tube, line, clip and/or harness (belt) present a technical defect during the event, the referee may allow the competitor to repeat the race.

8.6 FINS

Athletes must provide their own fins. Soft rubber fins are mandatory for the U14 RLSSA Championships and are recommended for all RLSSA junior events.

The swim fins are restricted to soft/flexible rubber fins of the type commonly used for swimming instruction and training. Swim fins will not be permitted if they do not conform to the specifications below or if they are considered to be safety hazard. Fins may be subject to scrutineering checks during the competition.

The swim fins shall comply with the following dimensions:

- Maximum 50cm overall length including the shoe.
- Maximum 25cm width at the widest point of the blade.

Note: Fins are measured while not being worn and are to be measured with the shoe or ankle strap extended but not stretched.

Fins that do not meet this general profile or are specific purpose diving or surfing/bodyboarding fins and/or with stiff and/or elongated blades, will not be permitted.

8.6.1 RETRIEVING LOST FINS

Competitors may retrieve fins lost after the start and continue without disqualification as long as the rules governing manikins are not violated (see [Rule 4.11](#)). Competitors are not permitted to start again in another heat.

8.7 MANIKIN HANDLERS

Manikin handlers are required for the following Under 14 events:

- 100m Manikin Carry with Fins (Half Full Manikin)
- 50m Manikin Carry (Half Full Manikin)
- 50m Manikin Tow with Fins

A handler will hold the manikin for stability and to maintain it in the correct position until the competitor touches the manikin.

It is the sole responsibility of the competitor/ team to supply a manikin handler for events as required. The handlers must be a registered participant and appropriately clothed for their own safety.

Before the start and during the race the manikin handler positions the manikin within the allotted lane according to the event requirements.

Manikin handlers must wear a team/club cap of the competitor for who they are handling, refer to [Rule 4.6](#).

Manikin handlers may not intentionally enter the water during the event unless it is a requirement of the event.

Manikin handlers must release any contact with the manikin immediately the competitor **intentionally** touches the manikin. The handler may not push the manikin toward the competitor or the finish wall nor is the handler allowed to assist the competitor in anyway.

During the 50m Manikin Tow event the Handler's hands must be clearly seen above the water surface and must not press down on the cross rope.

8.8 FREESTYLE

Freestyle means that in an event where freestyle is designated the swimmer may swim any style, unless otherwise specified in the event conditions.

8.9 STARTS

The starting of all Championship events is the responsibility of the Starter.

For the Under 14 competition at the Australian Pool Life Saving Championships the One-start Rule shall be used.

The duty of the Event Director and Starter is to ensure a fair start. If the Starter or Event Director decides that a start is not fair, for any reason, including technical or equipment fault, the competitors shall be called back and the race shall be started again.

Competitors shall be disqualified if they “commence a forward starting motion” prior to the starting signal. Movement by itself is not a disqualification. Anticipating the starting signal and commencing a starting motion is a disqualification.

The Starter or Event Director uses their discretion in determining whether a competitor (or more than one competitor) has commenced a starting motion. Commonly, the early starting motion of one competitor causes movement by other competitors. Such movements are not a disqualification.

8.9.1 START DEFINITION

The start defined in [Section 4](#) will be followed.

Note: The Line Throw event begins with an in-water entry by the victim and a deck start by the competitor. The start procedure for the 10m line throw event is fully explained in the event description, Refer [Rule 8.16.3](#).

8.9.2 DIVE START PROCEDURE

- On the long whistle, competitors step onto the starting platform and remain there. **Note:** Competitors may start on the starting platform, on the pool deck, or in the water with one hand in contact with the starting wall
- On the starter’s “Take your mark” command, competitors immediately assume a starting position with at least one foot at the front of the starting platform.
- When competitors are considered ready, the starter gives the acoustic starting signal.

8.10 FINISHES

All events will finish as designated in the detailed rules and regulations for the event.

A competitor must finish in the same lane in which they started.

Competitors shall not leave the designated competition area until dismissed by the Deputy Referee or Event Director.

Competitors shall be notified of any disqualification from an event by the Deputy Referee or appropriate judge at the completion of the event.

If a competitor / team leave the competition area before the signal of the event finish has been given it is not the responsibility of an official to follow them to inform them of a disqualification.

8.11 MANIKINS

8.11.1 GAINING CONTROL OF THE MANIKIN

The manikin may be retrieved by the competitor with either one or both hands but must be in the correct carrying position before the top of the manikin's head passes the designated distance mark. (i.e., either 5m or 10m according to the event)

A handler will hold the manikin for stability and to maintain it in the correct position until the competitor touches the manikin.

The handler releases the manikin immediately after the competitor touches the manikin and may not assist the competitor to gain control of the manikin. This includes pushing the manikin toward the competitor or adjusting the manikin's stability once the competitor begins their carrying action.

8.11.2 CARRYING THE MANIKIN

In events where the manikin is carried, the manikin (as victim) is presumed to be non-breathing.

When judging the manikin carry, the competitor and manikin are treated as one unit/entity.

Competitors must:

- Remain at the surface with at least one hand always in contact with the manikin.
- Avoid incorrect carrying technique such as: pushing the manikin or carrying the manikin below the surface. "Pushing" means the manikin's head is held forward of the competitor's head.
- The manikin must not be gripped by the sealing plugs.
- Carry the manikin with the head of the manikin facing the direction of the carry i.e., the manikin cannot be carried with the bottom of the manikin facing the direction of the carry.

Carrying the manikin judging criteria applies only when the top of the manikin's head passes the relevant 5m or 10m line.

Note: Water over the face of the manikin is not a judging criterion

8.11.3 TOWING THE MANIKIN

In events where the manikin is towed, the manikin (as victim) is presumed to be breathing. For full towing requirements refer to the event description Rule [4.11.3](#) and Rule [8.15](#)

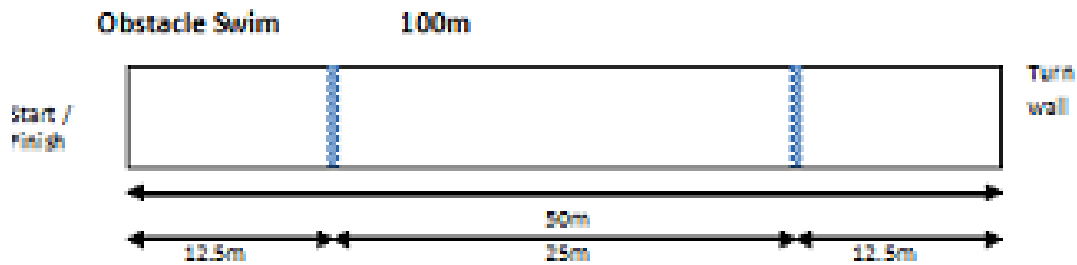
Competitors may swim on their back, side or front and may use any kick or stroke while towing the manikin.

Before beginning the tow, competitors must secure the manikin correctly within the 10 m pick-up zone. Correctly means the rescue tube is secured around the body and under both arms of the manikin and clipped to an O-ring.

Note: It is not a disqualification where the minimum pool depth allows the competitor to stand while securing the rescue tube around the manikin.

8.12 100M OBSTACLE SWIM

8.12.1 EVENT DESCRIPTION



This event is identical to the 100m Obstacle event described in Rule 4.13.

With a dive entry on an acoustic signal, the competitor swims the 100m course passing four times under the immersed obstacles to touch the finish wall of the pool.

Competitors must surface after the dive entry and before the first obstacle; after passing under each obstacle; and after the turn prior to passing under an obstacle.

Competitors may push off the bottom of the pool when surfacing from under each of the obstacles. "Surfacing" means the competitor's head breaks the plane of the surface of the water.

Swimming into or otherwise bumping an obstacle is not a behaviour that results in disqualification.

8.12.2 EQUIPMENT

Obstacles are fixed at right angles onto lane ropes in a straight line across all lanes. The first obstacle is located 12.5 m from the start wall, with the second obstacle located 12.5 m from the opposite end. The distance between the two obstacles is 25m.

Obstacles: See [Section 9](#) – Facility and Equipment Standards for Pool Life Saving Competition.

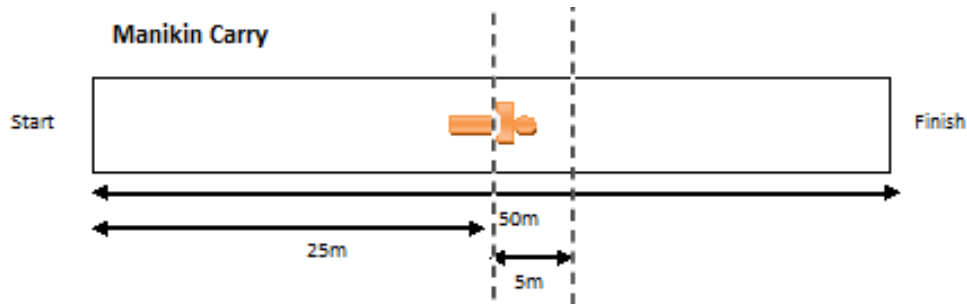
8.12.3 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [8.3 to 8.10](#), the following behaviour will result in disqualification:

- Passing over an obstacle without immediately returning over or under that obstacle and then passing under it.
- Failure to surface after the dive entry or after a turn.
- Failure to surface after each obstacle.
- Failure to touch the wall during the turn.
- Failure to touch the finish wall.

8.13 50M MANIKIN CARRY

8.13.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 25m freestyle. A part of this distance shall be on the water surface. The competitor retrieves the half full manikin floating horizontally on the surface of the water (supported by a handler) and must have it in the correct carrying position prior to the manikin's head passing 5 m pick-up distance. The handler, positioned in the water, will immediately release the manikin when the competitor touches it. The handler cannot provide any assistance to the competitor. The competitor then carries the manikin until they touch the finish wall of the pool.

Refer Rule [4.6](#) and Rule [8.7](#) for full conditions that apply to competitor handlers.

8.13.2 EQUIPMENT

Manikin (Half Full) - Competitors must use the manikins supplied by organisers. The manikin is filled with water to the transverse line located in the middle of the manikin's thorax and sealed for the event. See [Section 9](#)– Facility and Equipment Standards for Pool Life Saving Competition.

8.13.3 POSITIONING OF THE MANIKIN

The manikin is positioned on its back, the head in the direction of the finish, with the transverse line in the middle of the manikin's thorax on the 25m line.

8.13.4 GAINING CONTROL OF THE MANIKIN

The manikin may be retrieved by the competitor with either one or both hands but must be in the correct carrying position before the top of the manikin's head passes the 5 m line.

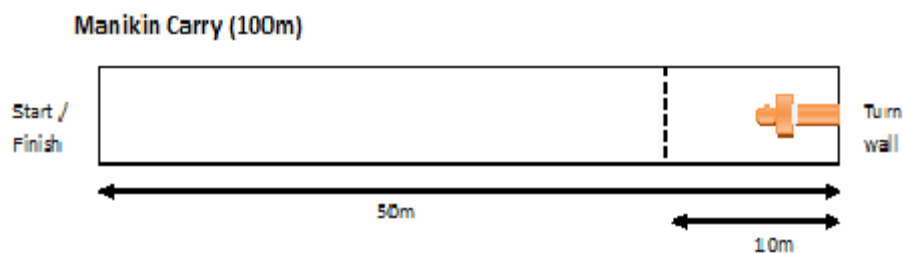
8.13.5 DISQUALIFICATION

In addition to the General Rules in Section 1, and Rules [8.3 to 8.10](#), the following behaviour will result in disqualification:

- Not surfacing before touching the manikin.
- Taking assistance from any pool fitting such as lane ropes or stairs.
- Not having the manikin in the correct carrying position before the top of the manikin's head passes the 5m line.
- Using an incorrect carrying technique as described in [Rule 8.11](#)
- Carrying the manikin face down ([Rule 8.11](#)).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.
- The handler holding and /or releasing the manikin incorrectly.
- The handler pushing the manikin towards the competitor or making deliberate contact with the manikin after the competitor has touched the manikin.

8.14 100M MANIKIN CARRY WITH FINNS

8.14.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 50m freestyle wearing fins and collects the manikin floating horizontally on the surface of the water (supported by a handler who is not in the water). The competitor must have the manikin in the correct carrying position prior to the manikin's head passing the 10 m line. The competitor then carries the manikin to touch the finish wall of the pool.

Competitor need not touch the turn wall of the pool.

8.14.2 EQUIPMENT

Manikins (half full) - Competitors must use the manikins supplied by organisers.

The manikin is placed in a horizontal position for the start of the event.

Fins: Competitors must supply their own rubber fins.

8.14.3 POSITIONING OF THE MANIKIN

Before the start the manikin handler positions the manikin horizontally, on its back, with the base of the manikin against the turn wall and with its head in the direction of the finish. A handler will hold the manikin for stability and to maintain it in the correct position until the competitor touches the manikin.

Refer Rule [4.6](#) and Rule [8.7](#) for full conditions that apply to competitor handlers.

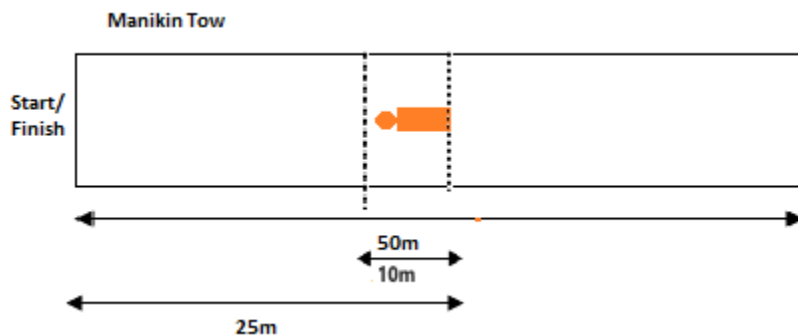
8.14.4 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [8.3 to 8.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting, (e.g., lane, rope, steps) when grasping the manikin.
- The handler holding or releasing the manikin incorrectly.
- The handler pushing the manikin towards the competitor or making deliberate contact with the manikin after the competitor has touched the manikin.
- Not having the manikin in the correct carrying position before the top of the manikins' head passes the 10m line.
- Using an incorrect carrying technique as described in [Rule 8.11](#).
- Carrying the manikin face down ([Rule 8.11](#)).
- Releasing the manikin before touching the finish wall.
- Failure to touch the finish wall.

8.15 50M MANIKIN TOW WITH FINS

8.15.1 EVENT DESCRIPTION



With a dive start on an acoustic signal, the competitor swims 25m freestyle with fins and rescue tube. After touching the designated 25m mark, and within the 10 m pick-up zone, the competitor fixes the rescue tube correctly around a manikin floating on the surface and tows it to the finish. The manikin is held by a handler, positioned in the water until the designated turning mark or line is touched by the competitor. The event is complete when the competitor touches the finish wall of the pool.

8.15.2 EQUIPMENT

Half full Manikin (Half full), rescue tube: Competitors must use the manikins and rescue tubes supplied by organisers.

Fins: Competitors must supply their own rubber fins.

8.15. POSITIONING THE MANIKIN

Before the start and during the race, the manikin handler positions the manikin (vertically and facing the turn wall/turn line) anywhere within the allotted lane and floating at its natural buoyancy. The handler is positioned in the water, behind the turn line or crossbar, and holds the manikin so that their hands can be clearly seen above the water surface.

The handler may release the manikin after the competitor touches the turn wall/rope **but must release contact immediately the competitor has deliberately made contact with the manikin to secure it for the tow.**

The handler may not push the manikin toward the competitor or the finish wall.

Refer Rule [4.6](#) and Rule [8.7](#) for full conditions that apply to competitor handlers.

8.15.4 STARTS WITH RESCUE TUBES

At the start, the rescue tube and rescue tube line may be positioned at the competitor's discretion, but within the competitor's allotted lane. Competitors must ensure a safe and correct position of rescue tube and line prior to commencing the event.

8.15.5 WEARING RESCUE TUBES

Rescue tubes must be donned correctly with the loop across or over one or two shoulders, or over the shoulder and across the chest – at the competitor's discretion.

Assuming the rescue tube was donned correctly, there is no cause for disqualification if the loop falls down on the competitor's arm or elbow during the competitor's approach to the manikin or during the manikin tow.

Refer to [Rule 8.5.2](#) for smaller competitors who need to modify the rescue tube harness because they find it difficult to keep the harness on while in the start position.

8.15.6 SECURING THE MANIKIN

After first touching the 25 metre mark, the competitor then secures the manikin correctly with the rescue tube around the body and under both arms of the manikin, and clipped to an O-ring, within the 10m pick-up zone (judged at the top of the manikin's head). **Competitors may go back into the 10m change over zone to re-secure the manikin provided the manikin's head has not passed the 10m line.**

Competitors must complete the 25 m freestyle swim by touching the wall/rope before touching the manikin. **Note: Unintentionally touching the manikin before touching the turning wall/edge is not a disqualification.**

8.15.7 TOWING THE MANIKIN

Competitors must tow (not carry) the manikin beyond the 10 m pick-up zone, competitors must tow the correctly secured manikin maintaining the manikin face up at the surface. The line of the rescue tube must become fully extended as soon as possible and before the top of the manikin's head passes the 10m line.

Competitors must do nothing to delay or inhibit the line of the rescue tube becoming fully extended at the earliest possible moment.

Competitors shall be disqualified if the rescue tube and manikin become separated.

Competitors shall not be disqualified if the rescue tube slips during the tow so that the manikin is secured only under one arm, provided that the rescue tube was "secured correctly" originally, and the manikin face is above the water surface.

As long as the manikin has not become separated from the rescue tube, and the manikin remains face up at the surface, a competitor may stop to re-secure the rescue tube correctly around the manikin without disqualification.

8.15.8 RESCUE TUBE DEFECT

If, in the opinion of the referee, the rescue tube, line and/or harness (belt) present a technical defect during the race, the referee may allow the competitor to repeat the race. (Refer [Rule 4.3](#) last dot point)

8.15.9 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [8.3 to 8.10](#), the following behaviour will result in disqualification:

- Taking assistance from any pool fitting (e.g., lane rope, steps, underwater hockey fittings)
- Manikin handler not releasing the manikin immediately after the competitor has touched the designated 25m mark.
- Manikin handler pushing the manikin towards the competitor or the finish wall or assisting the competitor in anyway.
- Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has touched the designated 25m mark.
- Manikin handler interfering with the performance of another competitor or interfering with the judging of the event.
- At 25 m, not touching the designated mark/ cross rope before touching the manikin.
- Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and clipped to an O-ring).
- Not securing the rescue tube around the manikin within the 10 m pickup zone, judged at the top of the manikin's head.
- The line of the rescue tube not becoming fully extended before the top of the manikin's head passes the 10 m line.

- Not towing the manikin with the line of the rescue tube fully extended beyond the 10 m line (unless the competitor has stopped to re-secure the manikin).
- Pushing or carrying, instead of towing, the manikin.
- Towing the manikin with the face below the water surface. (see [Rule 8.11](#)).
- The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin.
- Touching the finish wall without the rescue tube and manikin in place.
- Failure to touch the finish wall.

8.16 10M LINE THROW

8.16.1 EVENT DESCRIPTION

In this timed event (45 seconds), the competitor throws an unweighted line to an endorsed APLSC participant ‘victim’ (who must be Under 16 years of age) located in the water on the near side of a rigid crossbar located at a 10m distance. The competitor pulls this “victim” back to the finish wall of the pool.

The victim may be of the opposite gender and may wear goggles.

8.16.2 THE START

The Line Throw event begins with an in-water entry by the victim and a deck start by the competitor.

The start: On the first whistle, the competitors and victims step into the throw zone.

No practice throws are permitted. The “thrower” (competitor) holds one end of the throw line **in one hand**. The “victim” takes **the other end of the** line, enters the water **and proceeds to the 10 m crossbar**. The line is extended between the “thrower” and “victim”. The surplus line can be left on **either side of the crossbar and, if extended beyond the crossbar, the surplus may be passed either over or under the crossbar**.

At the second whistle, competitors take their positions for the start without undue delay. When all competitors have assumed their starting positions, the starter shall give the command “Take your mark”. When all competitors **(both throwers and victims)** are stationary, the starter gives the acoustic starting signal.

Starting position: The competitor stands in the throw zone facing the victim, motionless with heels and/or knees together and arms straight down and beside the body. The end of the throw line is held in one hand.

The victim treads water on the near side of the rigid crossbar/line in the allotted lane. The victim **has contact with the** throw line and **grasps** the crossbar/line with one or two hands.

On an acoustic starting signal: The competitor shall retrieve the line, throws it back to the victim (who grasps it), and then pulls the victim through the water until they touch the finish wall.

Note: The victim may release their contact with the cross bar after the starting signal without penalty, but they must be grasping the crossbar with their hand when attempting to gather in the line.

To avoid any possible interference with other lanes, the victim may not exit the water and remains in his or her lane. The victim will be disqualified if he or she attempts to climb out of the water or sit on the pool edge before the referee's signal.

Similarly, the competitor remains in the throw zone until the referee signals the completion of the race.

8.16.3 FAIR THROW

Victims may grasp the throw line with their hands only within their designated lane, either in front or behind the crossbar. The lane rope is not "within the lane". Victims may submerge to retrieve the throw line. Victims may not release the designated mark on the crossbar before grasping the throw line with the other hand.

The victim can slide their hand anywhere along the cross bar but must be grasping the crossbar when touching the line with any part of their body and when grasping the line.

As long as victims remain entirely within their designated lane and does not release their grasp on the crossbar, they may use their foot or other part of the body to manoeuvre the throw line within their lane to a position where they can grasp the line with their hand.

There is no penalty for pulling the crossbar while attempting to reach the throw line.

Pull through the water: While being pulled to the wall, victims must be on their front grasping the throw line with both hands. Victims may not "climb" the throw line hand-over-hand. For safety reasons, victims may release the line with one hand for the sole purpose of touching the wall. This will not result in disqualification.

The thrower must pull their victim in using their arms and are not permitted to walk or run with the line grasped in their hands or held around any part of their body or to deliberately walk backwards while hauling their victim into the finish wall.

Competitors who exit the throw zone (refer below) while pulling their victim into the edge shall be disqualified. Throwers must not interfere with other competitors or use the space allocated to the adjoining lane. This can be demonstrated by the thrower maintaining at least one foot wholly within the inside edge of their throw zone, either on the ground or in the air above their throw zone.

To avoid any possible interference with other lanes, the victim may not exit the water and remains in his or her lane. The competitor will be disqualified if their victim attempts to climb out of the water past their waist or sit on the pool edge before the official acoustic completion signal.

Similarly, the competitor remains in the throw zone until the official acoustic completion signal.

8.16.4 THROW ZONE

The Throw zone is the area bounded by each competitor's allocated lane. It extends from the vertical edge of the pool to the front of a competitor's lane and is defined at the sides by an unmarked extended line in the middle of the lane ropes on each side of the competitor's lane and to the edge of the pool deck or raised platform. The back line of the throw zone does not need to be marked but a minimum of 2.0m is required beyond the vertical edge of the pool wall to allow for an unimpeded throw and haul in.

While not compulsory, to ensure a clear area for the throw and the haul in, a line on the ground, or temporary rope or tape barrier may be placed approximately 2.0m behind the vertical edge of the pool wall. Backwards movement by the competitor within this area would not be regarded as a disqualification.

For the purposes of judging, competitors must remain on the deck and in their allotted lane, However, the focus is not on the placement of feet on a line but, rather, not interfering with another competitor.

Competitors must keep at least one foot wholly within the inside edge of the throw zone, either on the ground or in the air above the throw zone. Any part of the competitor's feet may cross the front of the 'pool edge' of the throw zone without penalty.

Competitors may reach to retrieve a line dropped outside the throw zone there is no interference with another competitor. Competitors who enter (or fall into) the water shall be disqualified.

8.16.5 TIME LIMIT

Competitors must make a fair throw and tow the victim to the finish wall within 45 seconds. If a throw falls short or outside the allocated lane, competitors may recover the line and throw again as often as necessary up to the 45-second limit. Competitors who fail to get the victim to the finish wall before the 45-second acoustic completion signal shall be designated as "Did Not Finish" (DNF).

8.16.6 EQUIPMENT

Throw line: Competitors must use the throw lines supplied by organisers.

Throw line: See [Section 9](#)– Facility and Equipment Standards. The throw line must be between 16.5 m and 17.5 m in length. Competitors must use the throw lines supplied by organisers.

The rigid crossbar is positioned on the surface across each lane 10 m from the starting end of the pool. A tolerance of plus 0.10 m and minus 0.10 m in each lane is allowed.

8.16.7 JUDGING

A judge shall be assigned to each lane shall be positioned on each side of the pool at approx. the 5 m mark with a clear view of the lane to observe the competitor's actions.

A judge shall be assigned to observe the victims and positioned on each side of the pool at the 10m mark.

A judge shall be assigned (where possible) to oversee the throw area back line and positioned level with the 1.5m back area line.

8.16.8 DISQUALIFICATION

In addition to the General Rules in Section [1](#), and Rules [8.3 to 8.10](#), the following behaviour will result in disqualification:

- Victims moving his or her hand from the crossbar before grasping the throw line with the other hand.
- Victim grasping the throw line outside the lane.
- Victim not on his or her front while being pulled to the finish wall.
- Victim not holding the throw line with both hands while being pulled to the finish wall (victim may release the line with one hand for the sole purpose of touching the wall).
- Victim "climbing" the throw line hand-over-hand.
- Competitor exiting the throw zone (as judged by both feet) at any time after the start and before the 45-second acoustic completion signal.
- Victim exiting the water before the 45-second acoustic completion signal.
- Competitor executing practice throw(s).
- Failure to touch the finish wall.

Note: Failure to get the victim to the finish wall before the 45-second completion signal shall be designated "Did Not Finish" (DNF).

SECTION 9

AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS FACILITY AND EQUIPMENT STANDARDS

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9.1 INTRODUCTION

Pools and equipment used in APLSC meets shall comply with the detailed technical specifications for construction, composition, material mechanical properties, measurements, weight and physical features set out in Section 8 of the current ILS Competition Rule Book, as amended from time to time.

This section is intended to identify only those aspects of specifications which may require and are capable of assessment by meet officials during the conduct of APLSC or other RLSSA competitions.

This Handbook section also provides supplementary information specific to APLSC meets to reflect, inter alia, local legislative and statutory requirements and RLSSA safe operating guidelines which may add to or replace the related ILS requirements.

In addition to the requirement for all dive starts, the pool shall comply with the **RLSSA Guidelines for Safe Pool Operation, Competitive Dive starts SU22**. All other pool dimensions shall, where possible, be in accordance with the Guidelines for Safe Pool Operation and consistent with ILS standards.

For ILS-sanctioned events, the sanction application requires a declaration from the competition organisers that the pool and all equipment to be used in the competition meets ILS standards.

9.2 SCRUTINEERING

APLSC shall be conducted in an eight-lane (minimum) 50 m swimming pool which complies with ILS standards. The pool venue must be reviewed by a person appointed or approved by the RLSSA Organising Committee before the venue is approved for the Championships. For each event conducted, the pool shall comply with the event-specific depth standards wherever possible.

Prior to the start of the first event the Competition Organiser and Chief Referee must ensure that all equipment to be used by the competitors has been checked to ensure it meets specifications and safety requirements.

In addition to the venue review the following equipment shall be checked as part of the APLSC organisation to ensure it meets specifications and safety requirements.

- Obstacles, rescue tubes, throw lines, manikins
- Manikin platforms (including a depth check to ensure the platform is not too shallow).

9.2.1 POOL FACILITIES and EQUIPMENT

A) Pool Facility: The pool venue facility review shall include the facility measurements and a pool survey certificate (or similar) that specifies:

- Pool length, width, depths, starting platforms, lane widths and ropes,
- electronic timing equipment and associated timing devices.

In the absence of such a certificate, the person appointed by the APLSC Management Committee shall check that the pool facility meets RLSSA facility standards.

The venue facility review will also include venue requirements suitable for APLSC such as recording facilities, marshalling areas, meeting rooms and equipment storage areas suitable for CPR and SERC competitions as well as normal speed events.

B) Equipment: The Chief Referee or Competition Organiser may organise specification checking of all equipment to be supplied and used by competitors or their team/club.

The Chief Referee, or their representative (e.g. Equipment Organiser) may re-inspect competition equipment at any time during the competition and equipment found not to meet the required specifications will be replaced if supplied by the competition organisers or if athlete /club equipment may be subject to disqualification.

Equipment supplied and used by a competitor found to not meet specifications may lead to the disqualification of a competitor and/or a full team.

9.3 POOL FACILITY STANDARDS

Pools used for APLSC shall comply with ILS standards detailed at Rule 8.1, Pool Facility standards of the current ILS Competition Rule Book, as amended from time to time, summarised below:

9.3.1 LENGTH

The pool shall be 50 m measured between opposite ends of the pool or, when used, between the AOE touch panels. A tolerance of 0.00 mm to +30 mm in each lane is permitted.

9.3.2 LANES

ILS Competition Rules require a minimum of eight lanes. At the discretion of the NSC, APLSC may be conducted in pools with fewer lanes but in either case, each lane shall be at least 2.5 m wide, with two spaces of at least 200 mm outside the first and last lanes. There shall be lane ropes on both sides of each lane that extend the full length of the pool. Each lane rope will consist of floats placed end-to-end having a minimum diameter of 50 mm to a maximum of 150 mm. The lane ropes shall be firmly stretched.

9.3.3 STARTING PLATFORM

The height of the platform above the water surface shall be minimum 500 mm and maximum 750 mm with a surface area not less than 500 mm², covered with non-slip material with a maximum permitted forward slope maximum 10° from the horizontal plane. It may have an adjustable setting back plate and starting grips usable for both platform and in-water starts. If necessary, any exposed ends or points on the starting grips or other fittings shall be covered.

9.3.4 AUTOMATIC OFFICIATING EQUIPMENT

The pool shall be equipped with Automatic Officiating Equipment to record the time of each competitor and to determine the place of each competitor in race events.

9.3.5 WATER

The POOL water shall meet the clarity standards and the bacteriological and chemical standards under the local health regulations, consistent with the RLSSA Guidelines for Safe Pool Operations. The water temperature shall be 25 to 28 degrees Celsius.

9.3.6 DEPTH

Pools shall comply with event-specific depth requirements described in this handbook. Where no event-specific depth is defined pools shall have a minimum depth of 1.0 m. Refer to 'Event Specific Requirements' at **Section 9.4** in this section.

9.3.7 DIVE START

ILS requirements set out in **Section 8.1.7** in the ILS Competition Rule Book are applicable only to the extent they comply with **RLSSA Guidelines for Safe Pool Operation, SU22**, summarised in the table below:

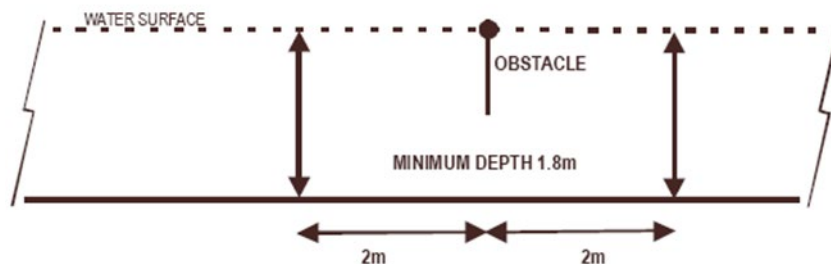
| WATER DEPTH | START REQUIREMENTS and LIMITATIONS |
|---------------------------------------|--|
| Less than 900 mm | Dive starts are NOT permitted and all events shall commence in the water. |
| Minimum 900 mm but less than 1000 mm | Where the concourse level is maximum 200 mm above surface level of the water dive starts are permitted. Where the concourse is > 200 mm above the surface of the water dive start is NOT and events shall be commenced in the water |
| minimum 1000 mm but less than 1200 mm | Where the concourse level is maximum 400 mm above surface level of the water dive starts are permitted. Where the concourse is > 400 mm above the surface of the water dive start is NOT and events shall be commenced in the water. |
| minimum 1200 mm | Where the concourse or starting platform height is maximum 750 mm dive starts are permitted. |

9.4 EVENT SPECIFIC POOL DEPTH/LENGTH REQUIREMENTS

These specifications prescribed in the ILS Competition Rule Book shall apply noting that the NSC may authorise variations on a case-by-case basis to allow events to proceed where it is safe to do so.

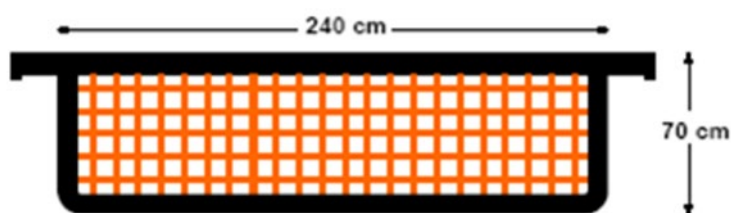
9.5 OBSTACLE EVENTS – INDIVIDUAL EVENTS AND RELAYS

The minimum pool depth shall be 1.8 m measured at the obstacle location points extending at that depth for 2.0 m either side of the location points along the length of the event course.



Construction materials and dimensions shall comply with Rule 8.8 of the ILS Competition Rule Book ensuring any sharp joins, edges and ends are covered to prevent injury to competitors and equipment handlers.

9.5.1 OBSTACLE SPECIFICATIONS



Obstacles used in pool swimming events shall meet the following requirements:

- Dimensions: 700mm (± 10 mm) high and 2.4m (± 30 mm) wide with no dangerous parts.
- Inner Frame: The inner frame shall consist of a net or another element which does not permit passage by a swimmer, and which is of a bright colour which contrasts with the water so it is clearly visible.
- Upper Line: The upper line of the obstacle is placed on the water level and is clearly visible. Use of an additional floating line across the upper line of the obstacles is recommended.

The National Sport Committee may approve alterations of obstacles to suit the local pool dimensions.

9.5.2 MANIKIN CARRY EVENTS – CARRY (50M), SUPER LIFESAVER, RESCUE MEDLEY

The minimum pool depth shall be 1.8 m measured at the manikin location point/s extending 1.0 m along the event course in both directions.

Where the pool depth measured at the manikin location point is > 3.0 m a platform may be used to enable the manikin to be held within the prescribed depth range.

50 m Carry, 200 m Super Lifesaver, Lap 2 the location point is centred at the mid-point of the length of the pool – see Illustration 1 below.

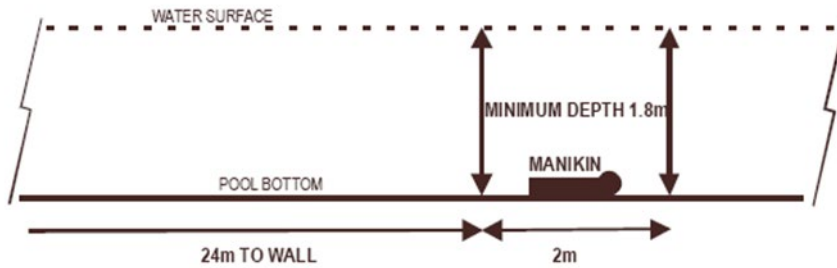


Illustration 1

100 m Rescue Medley, Lap 2, the location point is centred at 17.5 m from the turn wall – see Illustration 2 below.

9.5.3 MANIKIN CARRY WITH FINS (100M) AND TOW EVENTS –

Manikin positioned at the pool end 100 m Manikin Tow with Fins, 100 m Manikin Carry with Fins, 200 m Super Lifesaver Lap 4, 200 m Pool Lifesaver Relay Leg 3

The minimum pool depth shall be 1.8 m measured at the pool end walls extending at least 2.0 m along the event course. Where the pool depth measured at the manikin location point is > 3.0 m a platform may be used to enable the manikin to be held within the prescribed depth range.

Carry events – Where the pool design does not provide a vertical wall where the angle between the pool end and the pool floor is > 90° the manikin shall be positioned as close as possible to the wall but no further than 300 mm measured vertically at the water surface. A stand or other suitable device may be used to provide a level surface for the manikin provided whichever method is used does not hinder or advantage the competitor retrieving the manikin.

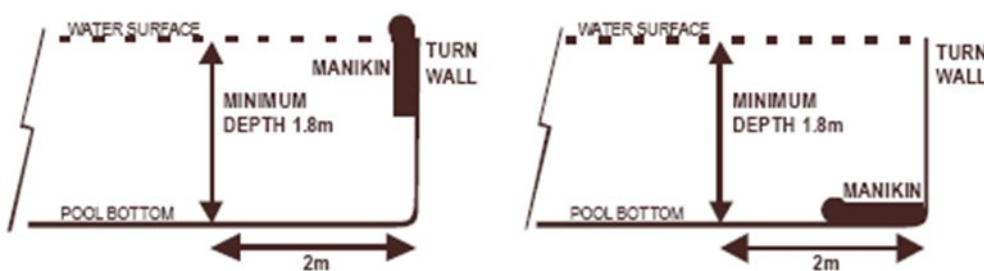
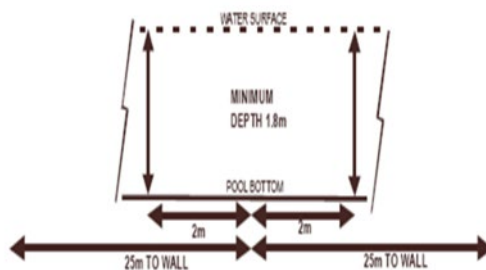


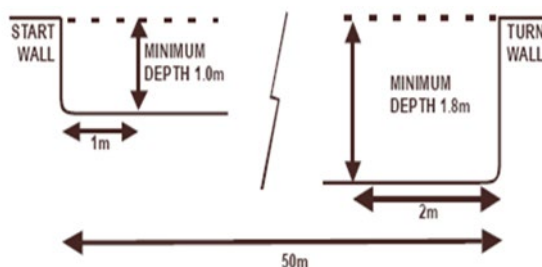
Illustration 2

9.5.4 MANIKIN RELAY (4 X 25M)

The exchange area in the middle of the pool shall have a minimum depth of 1.8 m measured at 25 m from either pool end extending at least 2.5 m along the course in both directions.



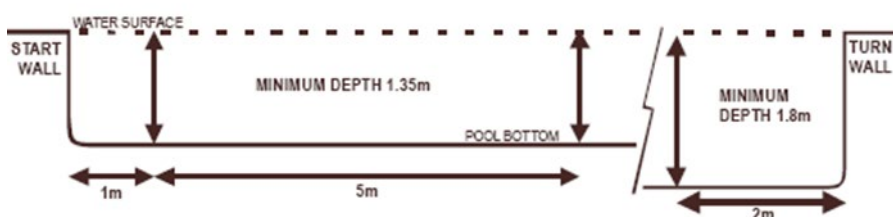
At the start wall the minimum depth shall be 1.0 m extending 1.0 m along the course and at the turn wall it shall be 1.8 m extending 2.0 m along the course.



9.5.5 MEDLAY RELAY (4x50m)

At the start end (competitors 1 and 3) the minimum pool depth shall be 1.35 m extending from not less than 1.0 m to at least 6.0 m from the start wall.

At the change wall end (competitors 2 and 4) the minimum depth shall be 1.8 m extending at least 2.0 m along the course.



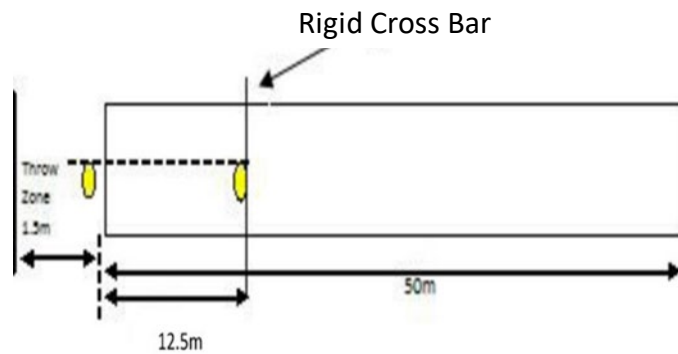
9.6 LINE THROW

9.6.1 LINE THROW ROPE

The line used for the line throw events shall be plaited, buoyant polypropylene with non-memory characteristics with a diameter of 8mm (± 1 mm) and length minimum 16.5 m and maximum 17.5m.

Minimum depth measured at the rigid cross bar extending at least 2.0 m along the course towards the start point shall be 1.8 m with allowable tolerance of 0.00 mm to + 100 mm in each lane.

The rigid crossbar shall be positioned at the surface across each lane at 12.5 m from the start end of the pool. With allowable tolerance of 0.00 mm to + 100 mm in each lane.

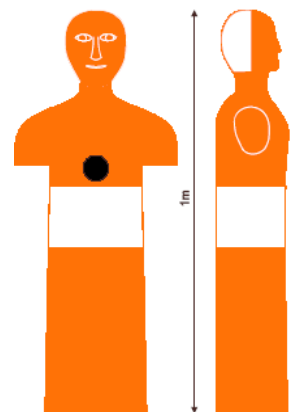


9.7 RESCUE MANIKIN SPECIFICATIONS

Rescue manikins shall comply with the detailed specifications covering construction and composition, material mechanical properties, technical measurements and weight and physical features set out in the current ILS Competition Rule Book, and as amended from time to time.

Manikins used in APLSC shall be filled in accordance with specifications provided in Section 4, 7 and 8 event descriptions.

The illustration demonstrates the visual properties of a compliant rescue manikin.



Manikin specification summary:

Construction: PITET type plastic and MUST be hermetic (i.e., capable of being filled with water and sealed for competition)

Height: 1m

Colour: back of the manikin's head and the transverse line must be painted in a colour contrasting to the rest of the manikin and the water

Transverse Line: 150mm wide located across the middle of the manikin's body (measured 400mm from the bottom of the body)

Filling a manikin: specific details on the filling the manikin are detailed in the event descriptions.

9.8 SWIM FINNS

Athletes must provide their own fins.

Swim fins are to be measured with the shoe or ankle strap extended but not stretched. Swim fins will not be permitted to be used if they do not conform to the specifications or if they are considered a safety hazard.

Fins are measured while not being worn.

JUNIOR ATHLETES: For all RLSSA junior athletes soft/flexible rubber fins are recommended for junior events and are mandatory for the U14 RLSSA APLSC Championships. The type of rubber fins recommended are those used in swimming training and learn to swim instruction.

Fins that do not meet this general profile or are specific purpose diving or surfing/bodyboarding fins and/or with stiff and/or elongated blades, will not be permitted for use in junior events i.e., those for athletes U14 or younger. The fins should be similar to the styles depicted below.



The swim fins shall comply with the following dimensions:

- Length: Maximum 500mm overall including the shoe.
- Width: Maximum 250mm at the widest point on the blade.

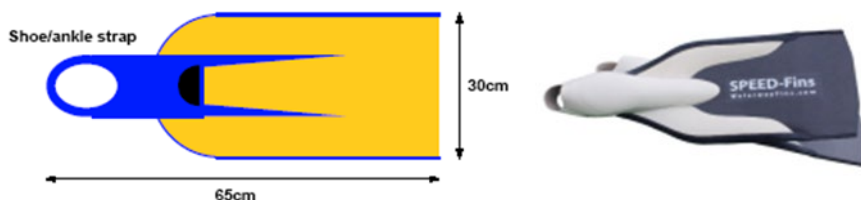
ILS specifications: Fins used in RLSSA Life Saving events and competition shall comply with the following ILS specifications:

Length: maximum overall length 650mm, including 'shoe' or ankle strap (measured with the ankle strap extended).

Width: 300mm maximum measured at the widest point of the blade.

Fins must be free of defects (e.g., fraying and sharp edges) which, if present, may constitute a safety hazard.

SWIM FINS



9.9 RESCUE TUBES

Rescue Tubes used for APLSC shall be approved by the NSC and shall comply with the detailed specifications which cover construction materials and methods, buoyancy and source of buoyancy, flexibility, component strength, weight and colour, material mechanical properties, technical measurements and component dimensions set out in the current ILS Competition Rule Book at Rule 8.9, as amended from time to time.

The Rescue Tube is comprised of the body of the tube itself plus a lanyard/harness, webbing connections and all joiners which shall have a total combined length minimum 3.6 m and maximum 4.0 m.

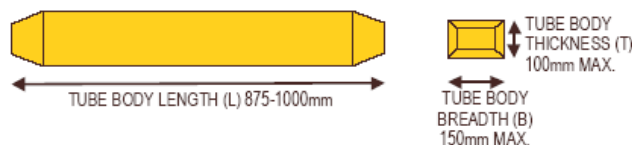
The rescue tube body and all fittings, components and fixings shall have no sharp edges or protrusions that could injure competitors.

The following measurements and illustrations demonstrate the key dimensions and visual properties of a compliant rescue tube.

Component Dimensions and Types

Tube body shall be:

- Length** - minimum 875 mm and maximum 1000 mm
- Breadth** - maximum 150 mm
- Thickness** - maximum 100 mm.



Clip and O-ring attachment (including the tube):

From the clip to the 1st O-ring the length shall be not less than 1.0 m or greater than 1.4 m and from the clip to 2nd O-ring the length shall be not less than 1.3 m or greater than 1.65 m.



The webbing connecting the tube to the clip and O-rings shall be to the tube shall be 25 mm wide \pm 5.0 mm.

The leash/line to the lanyard/harness shall be a synthetic rope with a length not less than 1.90 m and not greater than 2.10 m.

The webbing forming the lanyard/harness shall be 50 mm wide \pm 5.0 mm with a length not less than 1.3 m and nor greater than 1.60 m forming a loop with circumference not less than 1.2 m.

9.10 SWIMWEAR

All swimwear stamped as being FINA compliant for Stillwater swimming shall be acceptable for use in RLSSA competition.

A copy of the ILS swimwear specifications can be found in [Appendix Q](#) of this Handbook or in **Section 8 Rule 8.13** of the ILS Competition Rule book.

APPENDIX A

RLSSA CODE OF ETHICS

| | |
|--------------------------|-----------------------------|
| RLSSA POLICY NO: | A - 006 |
| POLICY: | RLSSA CODE OF ETHICS |
| ORIGINAL POLICY: | OCTOBER 2000 |
| LAST REVIEW DATE: | OCTOBER 2016 |
| REVIEW DATE: | DECEMBER 2019 |

1. POLICY

All who officially represent the Royal Life Saving Society - Australia, including Staff, Volunteers and Office Bearers, must abide by the following Code of Ethics.

2. CODE OF ETHICS

- 2.1 Upholding the Objectives of the RLSSA and abide by its policies and procedures.
- 2.2 Respect the rights, dignity and worth of every human being, treating everyone equally and fairly regardless of their sex, age, religion or ethnic origins.
- 2.3 Ensure that all activities associated with one's role within the RLSSA are exercised to the best of one's ability and competence and discharged with the utmost honesty and integrity.
- 2.4 Conduct oneself in a professional manner ensuring one's actions and behaviour never compromise the RLSSA's status or reputation.
- 2.5 Commit to a positive, open, supportive and honest cultural framework with which the Society operates, encouraging others to operate similarly.
- 2.6 Operate within the spirit and Rules of the sport of Life Saving.
- 2.7 Acknowledge and accept responsibility for one's actions.
- 2.8 Never make comparisons or statements about the RLSSA, fellow team members or the public that are not based on verifiable facts.
- 2.9 Not enter into any agreement or undertake any activity which may be in conflict with the RLSSA's interest or which would prejudice the performance of its operations.
- 2.10 At all times safeguard the RLSSA's interest by not knowingly being party to or undertake any illegal, unprofessional or unethical activity
- 2.11 Not use any confidential information gained from the RLSSA for personal gain nor in a manner which would be detrimental to or compromise the reputation or the activities of the RLSSA.

ILS CODE OF CONDUCT

Fair-play code for Life Saving competitions (Adapted for RLSSA and APLSC)

It is important that competition, especially World Championships and all other ILS Sanctioned events, be conducted in a spirit of goodwill and sportsmanship.

Competitors are required to abide by and compete within the rules. Any breach of the rules will be reported to the Chief Referee who may initiate action as described in [Section 1](#) of the RLSSA Sport and Competition Handbook - Misconduct.

Team members represent their RLS Branch, their organisation, their club, and Royal Life Saving society - Australia. As such, team members shall at all times conduct themselves in a proper and civil manner during the Australian Pool Life Saving Championships and related activities including social functions.

Unbecoming conduct by a team or its supporters is a serious offence and will be dealt with as such. Any action by a team which attempts to disrupt or interfere with another team is a serious offence and will be dealt with as such.

The general conduct of all participants will be measured by the following ILS/RLSSA code of fair play:

A. The RLSSA will

- Promote and encourage fair play through its members.
- Impress upon competitors, coaches, technical officials, and administrators the need to maintain the highest standards of sportsmanship and good behaviour in Life Saving sport.
- Ensure that its rules are fair, clearly understood by competitors, coaches, technical officials, and administrators, and properly enforced.
- Make every effort to ensure that its rules are applied consistently and impartially.
- Treat all members equally, regardless of their sex, gender identity, intersex status, sexual orientation, age, ability, race, or physical characteristics, etc.
- Make all reasonable provision to accommodate competitors with disabilities provided that there is no competitive disadvantage to other competitors in the event being contested.

B. The RLSSA officials will:

- Abide by the rules and the spirit of the competition.
- Be honest, fair, and ethical in dealing with others.
- Be professional in appearance, action, and language.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality.
- Maintain a safe environment for others.
- Be respectful and considerate of others.
- Be a positive role model.

C. Competitors will:

- Abide by the rules and the spirit of the competition.
- Treat officials with respect and accept the decisions of Referees and Judges without question or complaint.
- Never consider cheating and in particular, not attempt to improve their individual performance by the use of drugs.
- Exercise reasonable self-control at all times.
- Accept success and failure, victory, and defeat, with grace and magnanimity.
- Treat their fellow competitors and team members with respect, both in and outside the competition arena.

D. Team managers and coaches will:

- Insist that competitors understand and abide by the principles of fair play.
- Never countenance the use of drugs by competitors.
- Never employ methods or practices that could involve risks, however slight, to the health or physical development of their competitors.
- Not attempt to manipulate the rules in order to take advantage of their competitors or their opponents.
- Respect the regulations and authority of the RLSSA and its member organisations and not attempt to avoid or circumvent these regulations.
- Recognise the special role that they have to play in the RLSSA and set a good example of sportsmanship and good behaviour at all times.
- Respect the rights of other teams and never deliberately act in a manner intended to be to the detriment of another team.
- Respect the rights of competitors, coaches, technical officials and not exploit or deliberately act in a manner detrimental to them.
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations or within the fundamental precepts of fair play.

E. Delegates, media representatives, supporters and spectators will:

- Respect the authority and regulations of the ILS and not attempt to avoid or circumvent them.
- Accept the authority of technical officials.
- Abide by the spirit of the competitions.
- Exercise reasonable self-control and display good behaviour at all times.
- Be respectful and considerate in interactions with others.
- Acknowledge the performance of all involved in the competition with grace and magnanimity.

APPENDIX B

NSC TERMS OF REFERENCE

Introduction

Royal Life Saving aims to increase awareness and participation in swimming, Life Saving and water safety activities across the life stages to build a nation of lifesavers and a community free from drowning. Life Saving sport participation is a key component of Royal Life Saving's strategic and operational activities, playing an important role in both swimming and Life Saving participation and building healthy, active and engaged communities.

Purpose

The RLSSA National Sport Committee adopts and works towards the key objectives of the RLSSA Strategic Framework and Australian Water Safety Strategy: Building a nation of lifesavers by fostering pool Life Saving sport as a vehicle for skills and leadership development.

The purpose of the Committee is to:

1. Provide strategic planning and operational direction in matters pertaining to Pool Life Saving Sport in line with RLSSA's Strategic Framework and national policies.
2. Develop and Implement a National Participation Pathway in line with the National Swimming and Water Safety Framework and Australian Life Saving Team
3. Assist States and Territories in increasing Pool Life Saving Sport participation for grassroots to elite participants across Australia (including regional and remote locations). This is achieved through strong partnerships with State and Territory Member Organisations.
4. Provide advice and advocacy to all States and Territories in matters pertaining to Pool Life Saving Sport.
5. Ensure the Australian Pool Life Saving Championships (APLSC) and other National Pool Life Saving Competitions are conducted to world's best standards, via maintenance of the RLSSA Sport and Competition Handbook.
6. Provide pathways to athletes, coaches and officials by the provision of professional development opportunities.
7. Contribute to RLSS Commonwealth and ILS Life Saving Sport.
8. Develop and monitor partnerships for the purpose of furthering Pool Life Saving Sport in Australia including but not limited to the Australian Life Saving Team.
9. Assist the National Life Saving Sport and Development Officer in operational planning and achievement of goals (operational and financial)

Scope

The National Sport Committee will focus on the development and implementation of participation initiatives across the Life Saving sport pathway, including:

- National Pool Life Saving Participation Framework
- Athlete Development Framework and development initiatives
- Coach and Officials Training and Accreditation programs.
- National Events Calendar
- Provision of participation resources and tools for swimming and water safety providers

Committee Membership

The RLSSA National Sport Committee consists of:

- A representative from each State and Territory Member Organisation
- A Coach Representative, Official Representative and Athlete Representative
- Senior Project Officer – Life Saving Sport and Development (non-voting)
- RLSSA ALT Delegate (non-voting)
- RLSSA ILS delegate (non-voting)

Appointment and participation should be confirmed by the State and Territory Board.

The National Sport Adviser will be appointed by the RLSSA National Board of Directors and will chair the National Sport Committee.

The National Sport Advisor, State and Territory Member Organisation representatives and Coach, Official and Athlete Representatives on the National Sport Committee have voting rights.

The National Sport Committee and/or the National Sports Advisor have the authority to make decisions pertaining to operational matters. Strategic decision making requirements are provided to the RLSSA CEO and/or the National Board by the National Sport Committee with recommendations for consideration.

Newly appointed members of the National Sport Committee will be inducted by the National Sport Advisor or delegate at the time of their appointment and/or before the next National Sport Committee meeting.

Conflict of Interest

Due to any actual or perceived conflict of interest, RLSSA National Sport Committee members must not hold any position of influence with any other Life Saving organisation. Such positions include and are not limited to administration, strategy and planning and sport.

Appointment Term

Membership of the National Sport Committee shall be for a two year term. Members may be re-elected by their State or Territory Member Organisation for additional two-year periods if desired.

Roles and Responsibilities

National Sport Committee members:

- Attend and actively participate in Committee meetings with the ability to provide input from their respective State or Territory perspective as well as the broader National collective.
- Stay up-to-date with meeting agendas, minutes and related documents.
- Seek advice from other parties including internal staff, stakeholders, volunteers and consultants as required.
- Carry out action items according to agreed responsibility and due dates as outlined in meeting minutes.
- Facilitate regular and open communication of ideas, feedback and recommendations related to committee matters and water safety education in general.

- Use the RLSSA Project Management System, Teamwork to facilitate the above.

Working Groups and Panels

The Committee may choose to form Project Working Groups (PWG) to carry out specific projects, or Panels to perform planning, procedural or decision- making requirements.

Membership of Project Working Groups or Panels may include RLSSA members with specific knowledge, skills, attributes and experience to perform the roles and functions required. Project Working Groups or Panels may include and are not limited to:

- National Selection Panel
- National Appeals Panel
- Event Management Committees
- Training and Accreditation Working Groups
- Coaches, Officials and Athletes Reference Groups
- Competition Handbook Review Panel

Panels will be appointed by a nomination process and ratified by the National Sport Advisor and/or RLSSA CEO.

Project Working Groups will consist of the National Sport Committee Chair or RLSSA staff member responsible for the sport portfolio, plus 3-5 members, including at least one STMO.

Committee Member. Each PWG will have a nominated Group Leader. The Group Leader will be responsible for coordinating the activities of the PWG in line with the responsibilities listed below and driving projects to successful completion.

The responsibilities of a PWG Group Leader are to:

- Define and communicate the scope and objectives of any project(s) it is undertaking at commencement.
- Report back to the Committee on project status at agreed intervals.
- Manage the project(s) through to completion.

The roles and responsibilities of the PWG members are to:

- Attend and actively participate in PWG meetings.
- Carry out action items according to agreed responsibility and due dates as outlined in meeting discussions, work plans and minutes.
- Seek advice from other parties including STMO staff, stakeholders, volunteers and consultants as required.
- Contribute to the working group such that it can manage the project(s) through to completion.

Key Policies and Procedures

Key policies and procedures relating to RLSSA Sport include and are not limited to:

- National Teams Selection Policy
- National Teams Appeals Policy
- Competitors, Coaches, Managers, Officials Agreements (National Teams)
- Drugs in Sport
- RLSSA Sport and Competition Handbook, ILS Competition Rulebook

These key policies and procedures are to be reviewed annually by the National Sport Committee

Meetings

The Committee will be required to meet for:

- One face-to-face planning meetings per year
- A minimum of two teleconference/videoconferences meetings per year

Additional teleconferences/videoconferences may be scheduled as required; dependent on agreed actions to ensure work plan objectives and outcomes can be achieved. Additional communication between meetings will be via e-mail.

Schedule

As a guide the following meeting schedule is proposed:

| | | |
|-------------------------|--|---------------------------------|
| Face to Face meetings | 1. February/March | Two day meeting |
| Teleconference meetings | 1. January 2. May 3. July 4. November | The last Thursday of each Month |

Confirmation of face to face meeting dates will be confirmed 6 weeks prior, and teleconferences will be pre-scheduled for the year.

Attendance, Apologies and Proxies

Proxies to attend a meeting should be nominated if the member is unable to attend and the Chair notified at least 3 working days prior to the scheduled meeting. The proxy shall have voting rights and should consult the member pre-and post the meeting.

A minimum of 51% quorum has to be present for any voting to be taken.

Agenda and Minutes

The schedule for the agenda and minutes will be as follows:

| WHAT | WHEN | WHO |
|---|---|---|
| Notice of meeting, request for agenda items | Two weeks prior to teleconference Four weeks prior to face to face | Committee members National staff and STMO CEOs |
| Agenda with discussion papers | One week prior to teleconference Two weeks prior to face to face | Committee members Upon request- National staff and STMO CEOs |
| Minutes with action items | Within two weeks of meeting | Committee members Upon request- National staff and STMO CEOs |
| Communique | Within two weeks of meeting | Committee members National staff and STMO CEOs |

Evaluation

The National Sport Committee will be evaluated against the objectives contained in the PoolLife Saving Sport Plan.

1. Achievement of purpose, and specified outcomes of actions that are linked to strategic and operational plans
2. Effective use of organisational resources and time
3. Meeting attendance and participation

Review

Drafted: 6 March 2019

Endorsed:

Review date: March 2021

Version: 2.0

APPENDIX C

EVENT MANAGEMENT PLAN

The following is a suggested Management Plan to successfully conduct the APLSC. It is for use as a guideline only and should be altered to suit each Championship year and specific needs.

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--|--|--------------------------------------|----------------|
| Transport/Accommodation and Meet and Greet | | Organising Committee | |
| Accommodation | | | |
| Teams | Source accommodation options Circulate information options to branches | February | |
| National Representatives | Source and book accommodation options for National Branch + NSC | May | |
| Information Packages | | | |
| Local Transport | Identify website and contact details | August newsletter 3 | |
| List of car hire companies | Identify website and contact details | August newsletter 3 | |
| Local bus timetables | Identify website and contact details | August newsletter 3 | |
| Local Cab information | Identify website and contact details | August newsletter 3 | |
| Local Train Timetables | Identify website and contact details | August newsletter 3 | |
| Local Doctors/Physiotherapists/Dentists | Source contact details | August newsletter 3 | |
| Police/Ambulance/Hospital /night chemist | Source contact details | August newsletter 3 | |
| Venue location information | Identify website | August newsletter 3 | |
| Places of Interest | State Tourism details | February | |
| Greet | | | |
| Meet and Greet | Representative of RLSSA Organising Committee to meet and greet teams / national personnel where possible | January | |
| Appoint personnel for Team Liaison | | October | |
| Transport | | | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--|--|--------------------------------------|----------------|
| Information regarding Bus Hire from Airport to Venue | Organise bus/es | October | |
| Transport of teams/luggage to VENUE | Organise transportation | November | |
| Departure from VENUE | Draft a schedule with leaving times of teams. | December | |
| Transport of Team Gear from VENUE | How, what transport, draft a schedule and any other details. | December | |
| Competition Coordinator | | NSEO | |
| Recruit an Event Manager | Recruit and then liaise with a hand-picked event manager for the event days. | | |
| Competition Program/Souvenir Program | | | |
| Draft Program | Develop draft program for National Sport Committee including competition structure, training times, official meeting times... To include: Foreword from Minister? National President / State President List of officials / records / sponsors/ | September | |
| Program | Final proof Print / photocopy – approx 250 -300 copies | December | |
| Recording Facilities | Meet Manager program facilities – liaise with National Sport and Events Officer and Venue Coordinator Recruit results team/recorders | September | |
| Training time for Competitors | Team Training. Teams to be advised to book own times Liaise with Venue Coordinator to book times/lanes and any other requirements. | August newsletter | |
| Competition Equipment | | | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---|---|--|-------------------------------------|
| National Equipment | Inventory and repairs to all National Equipment Transport to VENUE Transport from VENUE | November Week prior to Comp End of Competition | In conjunction with National office |
| State Equipment | Confirm use of any Equipment to be provided by State <ul style="list-style-type: none"> • Storage • Transport to and from venue | November | |
| Starting/Finishing Devices | Check with pool re starting device | On-site | |
| Timing Equipment (AOE) | Source and Book AOE <ul style="list-style-type: none"> • Recruit an operator • Include in budget | September Oct/Nov | |
| PC and printer, photocopier other IT technology equipment as required | Confirm use of / need for laptop and printer / access to photocopier for larger printing if required | September | |
| Stationery | Photocopier paper x 5 reams Clipboards x 20 (national stock) Pens x 40 Compile a stationery box for use during nationals (paperclips, bulldog clips, bluetac.) Australian Team certificates / record certificates/ Under 14 participation certificates / CPR certificates | December | |
| Stop Watches | In National Equipment | January | |
| National Resources | Communication headsets to be booked RLSSA National Flag Australian Flag | November January January | |
| State Flags | each team to bring own | January | |
| Poles and Frogs | Each team to bring own | January | |
| Race Obstacles/ Manufacture if required | Construct set of obstacles Obstacles to be made Site inspection of obstacles | October | |
| Event Medals | Provided by National Office Liaise with Medal Presentations | November | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--|---|--------------------------------------|------------------------------|
| Judges Event Cards | Provide using the Competition Handbook Get these ready for competition | January | |
| Manikin underwater Retrieval | Goggles and/or Masks for underwater retrieval Own fins | January | In conj with Equipment Coord |
| Information/results boards | Liaise with Venue Coordinator Venue Coordinator to liaise with logistics | November | |
| Trolley or similar for moving equipment | Source and then liaise with Venue Coordinator and logistics if need be | November | |
| Marshalling Board | Liaise with Venue Coordinator Venue Coordinator to liaise with logistics | October | |
| Other general equipment not supplied by pool (e.g., chairs, tables, shade tents) | Compile a list of these requirements to Venue Coordinator Venue Cord to then work with logistics to source and prepare | October | |
| CPR Competition | | CPR Coordinator | |
| Make contact with CPR Coordinator | Competition Coordinator to make contact with CPR Event Coordinator And to guide and liaise in conjunction with Officials Coordinator | August Ongoing | |
| CPR Co-ordinator to Identify Laerdal Model required for Championships | Source options Confirm with NSC Disseminate information via newsletter and website | June | |
| Approach to Laerdal for Manikin support | Competition manikins Overall prize –manikin | June | |
| Judges <ul style="list-style-type: none"> • 4 Section Judges • 4 Section Assistant Judges/ Timekeepers | In conjunction with NSC / Chief Referee | December | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--------------------------------------|---|--------------------------------------|----------------|
| Manikins for of Training/Competition | Investigate access for training (work with Venue Coordinator) Schedule timetable | December | |
| Hygiene Requirements | Lungs / faces Rubber gloves Cleaning containers x 2 Rinsing containers x 2 Scrubbing brush Paper towel Disinfectant List these work with venue Coordinator and logistics to source and prepare | November | |
| Manikin dirty face management plan | Ensure policy is know to workforce | January | |
| SERC Equipment | | SERC Coordinator | |
| Make contact with SERC Coordinator | Competition Coordinator to make contact with SERC Coordinator And to guide and liaise in conjunction with Officials Coordinator | ongoing | |
| List of required items | In consultation with SERC Coordinator | October | |
| Storage/Transport | Work with Venue Coordinator and Logistics Coordinator | October | |
| Make contact with Patients/Victims | Competition Coordinator to make contact with SERC Coordinator And to guide and liaise in conjunction with Officials Coordinator Arrange training if they need | October Ongoing December | |
| Food for Patients/Victims | Liaise with Catering Coordinator Lollies / drinks during competition Drink / sandwiches. post competition | December | |
| Communication and Website | | | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--------------------------------|---|--|---------|
| Newsletters and Communications | | | |
| Develop Database | Develop database for distribution – | Feb #1 May #2 Aug #3 Oct #4 Dec #5 | |
| Newsletter 1 Feb | <u>Newsletter Content:</u> Venue details and dates Accommodation options Tourist information Contact details Dates of functions Basic function information Next edition reminder | February | |
| Newsletter 2 May | <u>Newsletter Content:</u> Cost of functions General update – include status of Rules Next edition reminder Key positions selection announcement– Chief Referee, CPR, SERC Coordinator Volunteers expression interest form and link | May | |
| Newsletter 3 Aug | Reminder to submit articles for newsletter <u>Newsletter Content:</u> Entry information Local area information Transport information Function attendance forms Rules updates if any Venue map | August | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|--|---|--------------------------------------|----------------|
| Newsletter 4 October | <u>Newsletter Content:</u> Last minute reminders Function information / reminder Entries reminder Accommodation reminder CPR manikin info Other | October | |
| Newsletter 4 Dec | <u>Newsletter Content:</u> Reminder entries closed CPR manikin info reminder Functions reminder | December | |
| Media/Promotion | | | |
| Flyers/posters/banners | Liaise with National Office | January | |
| Media Kit | Liaise with National Office | November | |
| Media Releases | Liaise with National Office | Nov –Jan | |
| Promotion Advance/During/Post | Liaise with National Office | Nov – Feb | |
| Venue Coordinator | | | |
| Book VENUE Aquatic Centre | Include details of booking | February | |
| Ascertain Cost of Venue | Consult with VENUE personnel | February | |
| Venue Audit | In accordance with National Guidelines to be submitted to National Executive / NSC | February | |
| Venue Audit | Personnel (pool champs team) to assess the venue | October | |
| Equipment (non competition) and other such items | Prepare a spreadsheet list of all functional area requirements (i.e., Competition chairs, eskys for pool deck? Water for pool deck officials) | October | |
| Chairs for Officials and Volunteers | Ascertain requirements from Officials and Volunteers Coordinators | | |
| Seating for Competitors | Ensure Venue stand suitable for spectators and competitors or arrange alternative | | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|----------------------------------|---|--------------------------------------|----------------|
| Telephones/internet availability | What facilities are available at the VENUE Centre and what are the associated costs. Photocopier – costs? | October | |
| Officials Room | A secure area for officials' meetings / briefings and refreshments (to be included in the venue audit) General purpose room available | February | |
| Public Address System | Consult with Aquatic Centre and include in booking. Source an alternative if venue can't supply | October | |
| Venue Plan | Design a venue plan with all appropriate areas and infrastructure (tents/rooms), volunteer positions, medal presentation, training areas to be included. | October | |
| Security for Initiative | Determine security in conjunction with Venue | October | |
| Storage for Champs Equipment | Confirm storage with Branch and VENUE | October | |
| Display of signage / flags | Liaise with Aquatic Centre regarding the display of team / branch flags and signage | November | |
| Emergency Procedure Plan | Develop a risk management / emergency procedure plan in conjunction with Venue | October | |
| Bump In Schedule | Timeline of when things will be moved into venue and set up days/times | December | |
| Bump Out Schedule | Timeline of when things will be packed down and moved out of venue <ul style="list-style-type: none"> • Where is the equipment to go afterwards? | November | |
| First Aid | | | |
| First Aid Room | Find a secure room for first aid | October | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---|---|--------------------------------------|----------------|
| Appoint a First Aid Officer for Event | Use expressions of interest Liaise with Aquatic Centre | October | |
| Accreditation | | | |
| Venue passes | In consultation with Aquatic Centre | September | |
| Athlete/VIP/Official/Spectator / Workforce pass | Design passes Get printing costs, in-house printing/ laminating costs Add to budget | October | |
| Lanyards | Liaise with Laerdal for sponsorship of x300 Lanyards | August | |
| Security and Waste / Cleaning of Venue | | | |
| Security for equipment | Depending on where storage is – Branch or Pool | October | |
| Waste management | In conjunction with pool | | |
| Announcing | | | |
| Write a script | May be needed for such things as medal presentations or opening ceremony so VIP name and title can be easily inserted | Dec/Jan | |
| Work with competition | Liaise closely with competition coordinator and medal presentation coordinator | Dec/Jan | |
| PA System | Ensure all equipment needs are in place. Work with Venue/logistics Coordinator. | October | |
| Develop roster for volunteers | How many people are needed to do the job? Is an assistant needed? Work with Volunteer Coordinator | Dec/Jan | |
| Catering | | | |
| Design a catering budget | Get quotes for onsite catering for officials / workforce. Add catering budget total to the event budget. | June | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---------------------------------------|--|--------------------------------------|----------------|
| Contract Catering company/ies | Is a formal contract needed? Ensure quality control and delivery. | June Ongoing | |
| Catering for Athletes | Source catering costs in consultation with Venue. Provide advice to teams on costs. Add to budget? | October October | |
| Catering for Officials and Volunteers | Organise officials and volunteers lunches for each day. | December | |
| Food for SERC Patients | Liaise with Competition Coordinator | January | |
| Refreshment Availability | Organise access to tea / coffee / water / cordial and nibbles every day of competition for workforce | Dec/Jan | |
| Catering/Menus for Functions | Welcome and Presentation Add to budget | July | |
| Medal Presentations | | Presentation Coordinator | |
| Music/national Anthem | Opening ceremony at the Pool – Day One National Anthem | Oct/Nov | |
| Flag Raising | Source flags (RLSSA flag) | | |
| Medal Dais | Design size and all specific requirements, colour, branding Request logistics to source and prepare. Check with Pool if they have one for use. | October October | |
| Event Medals | Provided by National Office Liaise with National Sport and Events Officer on arrival | October | |
| Medal Tray bearers | Recruit and train volunteers to act as tray bearers or medal handlers | Dec/Jan | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---|---|--------------------------------------|----------------|
| VIP presenters of medals | Find VIPs, invite them to present, design a schedule of which event/race /day they are to present. <ul style="list-style-type: none"> • Provide names of VIPs and role to announcer. • Work with Announcer to write script for medal presentations. | January | |
| Functions and VIPs | | | |
| Welcome Function / Under 14 Presentation | | | |
| Venue | Book suitable room / space for Welcome Function <ul style="list-style-type: none"> • Stand up, nibbles only. Drinks for purchase at bar. Little or No cost to teams. | July | |
| Running Sheet | In conjunction with Host STMO | November | |
| Master of Ceremonies | Coordinated by NSC | November | |
| Entertainment | | November | |
| Media | Liaise with Media Coordinators Liaise with National Office | November | |
| VIPs | | | |
| Compilation of VIP Listing | Organise numbers and who: <ul style="list-style-type: none"> • Local Branch, National, National, Sponsors • Check availability for functions and medal presenting. • Invitations to which events. | December | |
| VIP passes | Provide accreditation passes | December | |
| VIP area and refreshments | Provide refreshments to VIP's during competition at no cost | November | |
| Presentation Function | | | |
| Venue | Source and book suitable venue Approx seating for 250-300 people | July | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|-----------------------------------|---|---|----------------|
| Menu | Sit down dinner. Include special meals options – e.g., Vegetarian/Coeliac/ Gluten Free as required Drinks for purchase at bar | November | |
| VIPs Invitations | Send invitations | December | |
| VIP Table | Branch / sponsors / National | January | |
| Master of Ceremonies | Coordinated by NSC | January | |
| Tables for Display of Trophies | Transport of trophies to venue- National Office staff Set up trophies at venue. Pack up trophies at venue. Assist NSC during presentations | December January January January | |
| Entertainment/Music | Get quotes Book DJ | September Oct /Nov | |
| Public Address System | Venue PA for presentations Liaise with Venue Coordinator | September | |
| Photographer | Source and book | July | |
| Running Sheet | As per competition handbook and coordinated by NSC | November | |
| Media | Liaise with Media Coordinators Liaise with Media Officer – National Office | October October | |
| Flag Hanging facility | Organise what size of space is required. Liaise with Venue Coordinator to source a suitable location. Work with Logistics team to source/build /make a flag hanging facility. | October October October | |
| Trophies | | | |
| Date of Arrival | Liaise with National Sport and Events Officer Logistics to be informed. Storage area for them- secured? Lockable? When are they arriving? | October | |
| Inventory Check | Ensure a checklist is written and ready. Complete checklist on arrival – Corporate Services | November January | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---|--|--------------------------------------|----------------|
| Cleaning / engraving of Trophies | If required | September | |
| Engraving Required after | Check National Office | February | |
| Transport to Presentation Function | How? When? Who? Cost? Corporate Services? | January | |
| Transport from Presentation Function to National Branch | How? When? Who? Cost? Corporate Services? | January | |
| Competitors' Souvenir Certificates | Liaise with National Office <ul style="list-style-type: none"> • Consider for each trophy recipient. • Design of certificates, cost? | October | |
| Record Certificates – National? | Liaise with National Sport and Events Officer | October | |
| Junior Championship Trophies | Included in senior trophy boxes. Same process as for senior trophies mentioned above | October | |
| Junior Championship Certificates | Liaise with National Sport and Events Officer Same process as mentioned above for senior certificates | October | |
| Officials and Volunteers | | | |
| Level 1 RLSSA Officials Program and Course | Schedule training course prior to comp if required <ul style="list-style-type: none"> • Nov/ Dec • Liaise with NSC re organisation / partial funding | October | |

| ITEM | ACTION | TIMEFRAME/ Responsibility | OUTCOME |
|---|---|--|----------------|
| Recruitment of Officials (for all events/competitions Speed, CPR and SERC) | Design Volunteer Officials Expression of Interest Form Provide listing to Chief Referee / NSC List all officials required, how many roles e.g., official starter, judges, results, including patients. List how many officials required per day (thus how many meals are needed) Get list for meals to Catering Coordinator | February December September September | |
| Appointment of Equipment Officer | Seek expressions of interest Position description from Competition Handbook Liaise with Competition Coordinator | October | |
| Officials and Volunteer Uniform | Navy blue officials' shirt 2 per official if volunteering 3 days Include in budget | October | |
| Additional General Tasks | | | |
| Sponsors | | | |
| Prepare Proposal | Proposal to go to Laerdal – 4 competition Manikins + 1 spare Consideration of prize | September | |
| Major/minor/multiple sponsors (check with National Branch for any existing sponsors) | | October | |
| Sponsors in kind (Organizations, businesses) | Presentation Function Room Hire waiver | September | |

APPENDIX D

PRESENTATION DINNER PROTOCOL

The purpose of this Appendix is to outline the processes and protocols for the Royal Life Saving Society – Australia Australian Pool Life Saving Championships Presentation Dinner.

The conduct of the evening is the responsibility of the National Sport Committee and the Host STMO. They will appoint a MC for the function and liaise with the National Branch regarding the facilities available and timeframes. The National Branch is responsible for the catering and venue arrangements.

The Host STMO should appoint an assistant to help set up the trophies and assist with the distribution of trophies and medals throughout the evening.

The Presentation Dinner is designed to provide an avenue for the presentation of awards from the Australian Pool Life Saving Championships and to enable due recognition to be given to the athletes, officials and those involved.

THE FOLLOWING PROTOCOL MUST BE OBSERVED ON THE EVENING:

Master of Ceremonies will welcome dignitaries, competitors and officials:

On behalf of the RLSSA Host STMO, I would like to welcome you all here this evening to the RLSSA Australian Pool Life Saving Championships Presentation Dinner. I would especially like to acknowledge the presence of our distinguished guests who are (they may include):

- RLSSA National President
- RLSSA CEO
- National Sport Advisor
- Host STMO President / Secretary / CEO
- Championships Sponsors

This is to be followed by three short speeches (3-5 minutes) by the following:

1. Executive Director / CEO of Host STMO
2. RLSSA National President or their delegate
3. National Sport Advisor or their delegate

The National Sport Committee will allocate presenters taking into consideration dignitaries, special guests, branch personnel, Key Officials and volunteers of the society. The awards will be presented in the following order:

Presentation of individual age category winners:

| | |
|--------------|----------------------------------|
| U/16 Male | George F. Stacey Memorial Trophy |
| U/16 Female | Joan Johannes Memorial Trophy |
| U/19 Male | Drager NSW Trophy |
| U/19 Female | George Turnbull Trophy |
| Open Male | Trenchard Millar Trophy |
| Open Female | Soden Shield |
| 30-44 Male | Iris Cribb Trophy |
| 30-44 Female | Iris Cribb Trophy |
| 45-59 Male | Cyril Crollick Trophy |
| 45-59 Female | Frank Henry Trophy |
| 60+ Male | 60+ Years Trophy |
| 60+ Female | 60+ Years Trophy |

Presentation of CPR Category Winners – presented by Laerdal Representative where possible

U/16 U/19 Open 0/30

Overall CPR Winner – Laerdal Trophy

Mixed Team Initiative – Douglas R. Plaister Trophy

National and APLSC Records – as applicable and set at the Championships

Under 16 Super Lifesaver – Male – Dr Ian Mackie Memorial Trophy

Under 16 Super Lifesaver – Female – Dr Heather McGowan Memorial Trophy

Under 19 Super Lifesaver – Male – John Stacpoole Memorial Trophy

Under 19 Super Lifesaver – Female – Shayne Baker Trophy

Open Super Lifesaver – Open Male - Australia Cup

Open Super Lifesaver – Open Female – Julie Ann Lamont Memorial Trophy

Interstate Under 16 Championship – Queensland Trophy

Interstate Under 19 Championship – Northern Territory Trophy

Interstate Open Championship – Phillip Gorey Trophy

Interstate Men’s Overall Championship – London Trophy

Interstate Women’s Overall Championship – T.W White Trophy

Interstate Overall Championship – Sir Percy Joske Trophy

Official of the Meet - Bruce Campbell Trophy

Lifesavers of the Meet – Male and Female

Naming of the Australian Team(s) where applicable

Announcement of following years’ Championships venue is to be made at the conclusion of the Presentations.

Note: The presentation schedule is to be drafted in consultation with the venue to enable meals to be served and allow for adequate socialising.

All trophies should be presented to the winners in an area that will allow for the crowd to be able to see them. The National Branch is required to provide an official photographer.

APPENDIX E

AUSTRALIAN DRAFT SYSTEM

PURPOSE

See [section 1.15](#) of the handbook for the purpose of the Draft and a summary of the Draft's operation.

KEY POINTS/PRINCIPLES OF THE DRAFT SYSTEM

- Before the draft process commences, States/Territories must select their Interstate team from their pool of available athletes. i.e., the State/Territory must exhaust the athletes eligible to them who have applied for and/or have identified themselves as available for selection for their Interstate team before accessing the draft process.
- When applying to draft an athlete into their Interstate Team the STMO must indicate how many athletes are required and what age category of those athletes.
- STMO's must also disclose at the time of their request to access the draft any conditions they will need to impose upon a drafted athlete as a prerequisite to them competing for their Interstate team. This should include any team monetary levy plus travel, accommodation, equipment and uniform costs.
- If an athlete nominates but is not selected for their State/Territory's Interstate team (or there is no team selected by the State/Territory) they can then nominate through their STMO for the APLSC National Draft system.
- If an athlete chooses not to nominate for a State/Territory Interstate team and wishes to apply for the draft they must obtain the written consent of their STMO before nominating for the draft. The reason for not making themselves available must be provided to National Branch for the approval of the National Sports Committee prior to the athlete being permitted to enter the Draft.
- When nominating for the draft, an athlete does not have a choice of which State/Territory they may be drafted to, subject to the exception set out in [section 1.15](#) of the Handbook.
- When an athlete nominates for the Draft, they must have met the eligibility requirements for Interstate team entry to the competition, excluding the residency requirement.

DRAFT PROCESS

- At least six months prior to the commencement of the next Australian Pool Life Saving Championships, the National Sport Committee will set appropriate timelines and procedures for draft nominations.
- Once the nominations for APLSC National draft close random draws for selection will be created. The random draws will be created for each male and female age group as well as random draws for teams requesting draftees. There will be a separate team draw order for each age group as well as for athlete allocation. The state and athlete orders will be then matched to arrive at which athlete is drafted to which team.
- When this selection order is established, the draft process will begin.

- Commencing with the U/16's age group the names are drawn out until either the interstate teams are full or there are no more draftees left. When there are no draftees for an age group remaining the process for the age group is complete even if all teams are not filled. All age groups will follow this process.
- Athlete's may nominate for more than one age group. They are initially placed into the age for which they are eligible currently via their birth date and if they are unsuccessful in that age group, they are then be moved to any additional age group they have nominated for. (Refer to [Rule 1.15](#)) 'Competing out of Age Group'.) Athletes not drafted are put on a reserve list in case an athlete subsequently refuses their Draft selection.
- Once drafted; the athlete then becomes part of their allocated Interstate team. The draftee cannot then request to compete for any other State/Territory/Club. Swapping or trading of athletes is not permitted.
- Each draftee is subject to any STMO conditions imposed on them as a prerequisite to them competing for their allocated Interstate team. These conditions must be made clear to the athlete before they accept a draft selection. The allocated STMO and the athlete are responsible for the negotiation of the payment of any costs (monetary and otherwise) associated with the draftee competing for their allocated Interstate Team.



ROYAL LIFE SAVING AUSTRALIA

Draft application form- Individual Athlete

Name: _____

Address: _____

Date of Birth: _____

Contact Numbers: Home phone: _____

Mobile: _____

Current Email Address: _____

Sex: (please circle) Male / Female

Age Group you are nominating for: (please circle) Under 16 – Under 19 –
Open

Are you willing to compete up an age group if necessary? (e.g., A 15 year old competing in the Under 19 age group) Yes / No

Once the Draft is complete, you will be notified of the team you have been allocated to and your details will be forwarded to the respective Team Manager.

I agree to abide by all of the conditions outlined in the attached document outlining the Draft titled 'Australian Draft System' and confirm that I meet the entry requirements.

Signed: _____ Date: _____

If you are under 18 years of age, please ensure the form is endorsed by your parent / guardian

Name: _____

Signature: _____ Date: _____

This Form must be endorsed by your "Home" Branch.

Name: _____ Position: _____

Signature: _____ on behalf of the RLSSA _____ Branch

Please return this form to the RLSSA National Office by the 30 Nov 2023

Email: sport@rlssa.org.au



ROYAL LIFE SAVING AUSTRALIA

Draft Application Form – Interstate teams

This form is to be used by State/Territory Branches who wish to access the Australian Draft System to complete their Interstate Team.

RLSSA Branch: _____

Contact Person (Team Manager): _____

Home Phone: _____ Mobile: _____

Current Email: _____

What is the number of competitors your Branch is seeking in the draft? (Max. 2 per U16 and U19 age group and gender and 4 per Open age group and gender)

| | MALE | FEMALE |
|----------|------|--------|
| Under 16 | | |
| Under 19 | | |
| Open | | |

Please insert the appropriate number of competitors required. For example, if you require 2 Female Open Competitors place the number “2” in the required area.

Is the Branch willing to pay for any costs associated with the draftee/s competing for the Interstate Team:
Yes / No

Will the Branch provide a team costume and swimming cap for the draftee/s: Yes / No

Once the draft has been completed, the Team Manager will be notified of any draftee/s contact details.

The Branch agrees to abide by all of the conditions outlined in the attached document detailing the Draft titled ‘Australian Draft System’.

Signed: _____ Date: _____

On behalf of the RLSSA _____ Branch

Please return this form to the RLSSA National Office by the 30 Nov 2023

Email: sport@rlssa.org.au

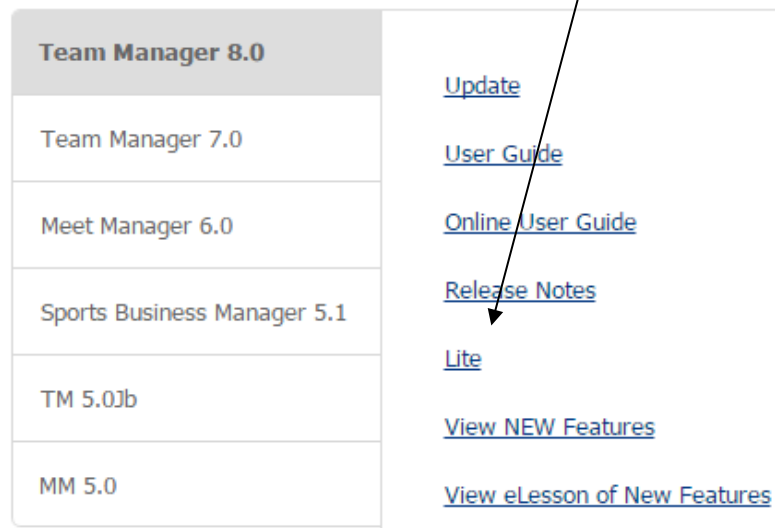
APPENDIX F

EVENT ENTRY INFORMATION

All Teams and Individual Competitors are to submit their entries using Hytek Team Manager software.

STEP 1: DOWNLOAD TEAM MANAGER LITE (free download)

1. Go to the above web address
2. Make sure you are in **Swimming**. Scroll down and click on **Lite**.



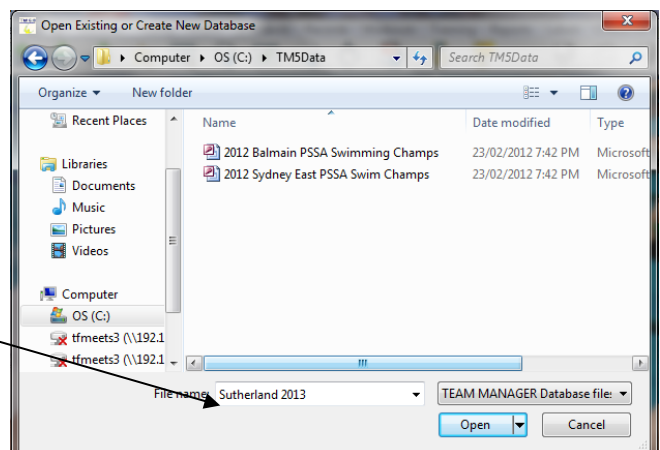
This will allow you to download a compressed file which you then open when you are using the computer on which you will do your entries.

NOTES:

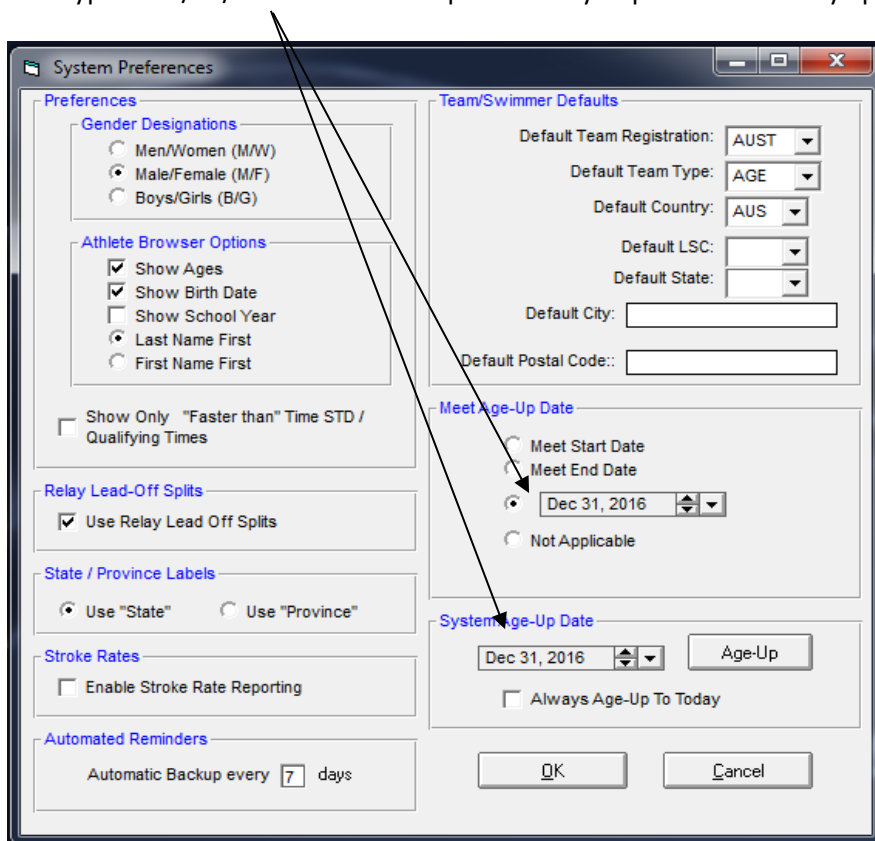
- You can open the same version of TM used last year that will include athlete details.
- This program is not compatible with APPLE.
- If you use a computer or laptop that requires administrator permission you may need to use one of the options below.
 - Download onto a memory stick and open it on the computer you wish to use for your entries – you may still need administrator permission.
 - Download onto a personal computer.
 - Ask the administrator to assist.

STEP 2: SET-UP AND SAVE PROGRAM

1. Open Team Manager 8 Lite.
2. Initial screens – choose English in the Select language screen → click 'OK' for the next info screen on What's New in TM 8 → click 'Close'
3. Click on File – Open/New
4. In the *File name* box type your team's name and year
5. Click 'Open'



6. You will then have a new screen to complete: (as follows) NB Disregard different date in diagram
7. You'll need to type in 01/01/2024 for these 2 spots. After you press 'Enter' they appear as below;

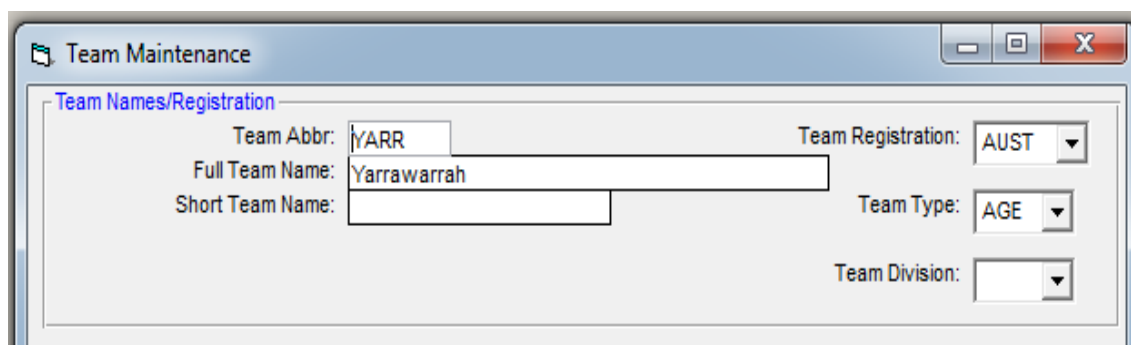


8. Click 'OK'

STEP 3: ADD TEAM NAME

Use the **Team Manager Lite Abbreviation Codes (As of 2024)** to determine your Team or Individual Code. The abbreviations have been updated to assist with the background administration and the scoring process. *Deviation from them may result in points being missed.* If you have any questions, email the Competition Organiser at sport@rlssa.org.au

1. On the task bar, click 'Teams' → 'Add'
2. Fill in the first two boxes only
 - Capitals only for the Team Abbr (Team Abbreviation)
 - Sentence case for 'Full Team Name'

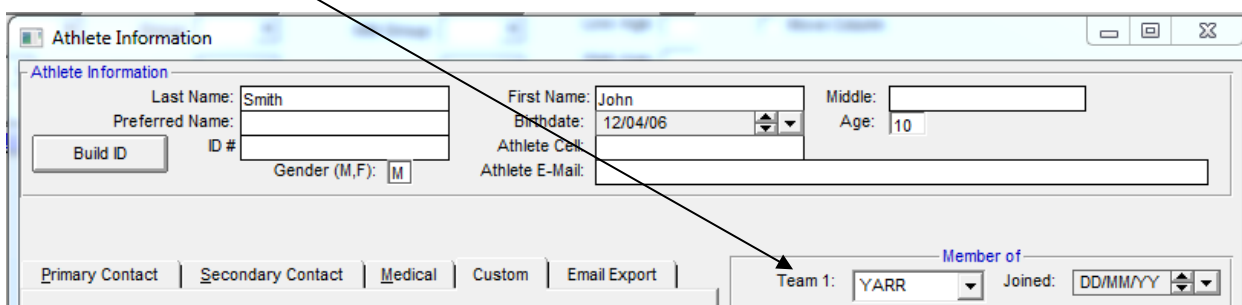


3. Click 'OK'
4. Once the screen goes blank, click 'Cancel'
5. Your team/club will appear first in the list

6. Click on the closed folder with an arrow icon to exit Teams. 

STEP 4: ADD ATHLETES TO THE DATABASE

1. In task bar, click 'Athletes' → 'Add'
2. Fill in the *Athlete Information* box with **Last name, First name, DOB, Age and Gender only. Please ensure the date of birth is accurate.**
3. In the **Team 1** box, enter your team abbreviation
4. Click 'OK'




The screenshot shows the 'Athlete Information' window. The 'Athlete Information' section includes: Last Name: Smith, First Name: John, Middle: (empty), Birthdate: 12/04/06, Age: 10, Gender (M,F): M. Below this is a 'Member of' section with 'Team 1' set to 'YARR' and 'Joined' set to 'DD/MM/YY'. A red arrow points from the instruction 'enter your team abbreviation' to the 'Team 1' dropdown menu.

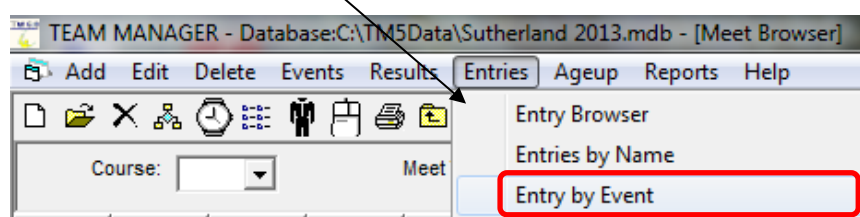
5. Click 'OK' **after each swimmer** (including relay swimmers)
6. Once all the team is entered, click 'Cancel' on the blank Athlete Information Screen.

STEP 5: ADD EVENTS

1. This is the zipped folder that can be downloaded from the APLSC Registration page, titled 'Meet Events-Australian Pool Lifesaving Championships YYYY'.
2. Save the 'Meet Events-Australian Pool Lifesaving Championships YYYY' (zipped folder) where you can access it.
3. Back in Team Manager Lite click 'File' → 'Import' → 'Meet Events'
4. Access the zipped file.
5. Go through the steps indicated.

STEP 6: ASSIGNING EVENTS TO ATHLETES

1. Go back to Original Screen by  clicking. Tip: this icon also takes you back to the previous screen whenever it appears.
2. In task bar, click 'Meets'
3. Click 'Entries' → 'Entry by Event'



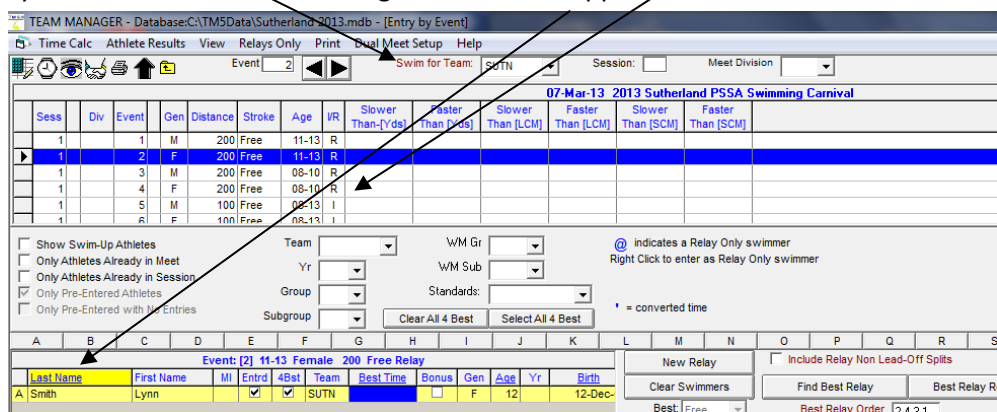
NOTE: The names of the events in Team Manager are based off swimming events and not lifesaving events. Below you will find the equivalence chart so you correctly enrol your athletes.

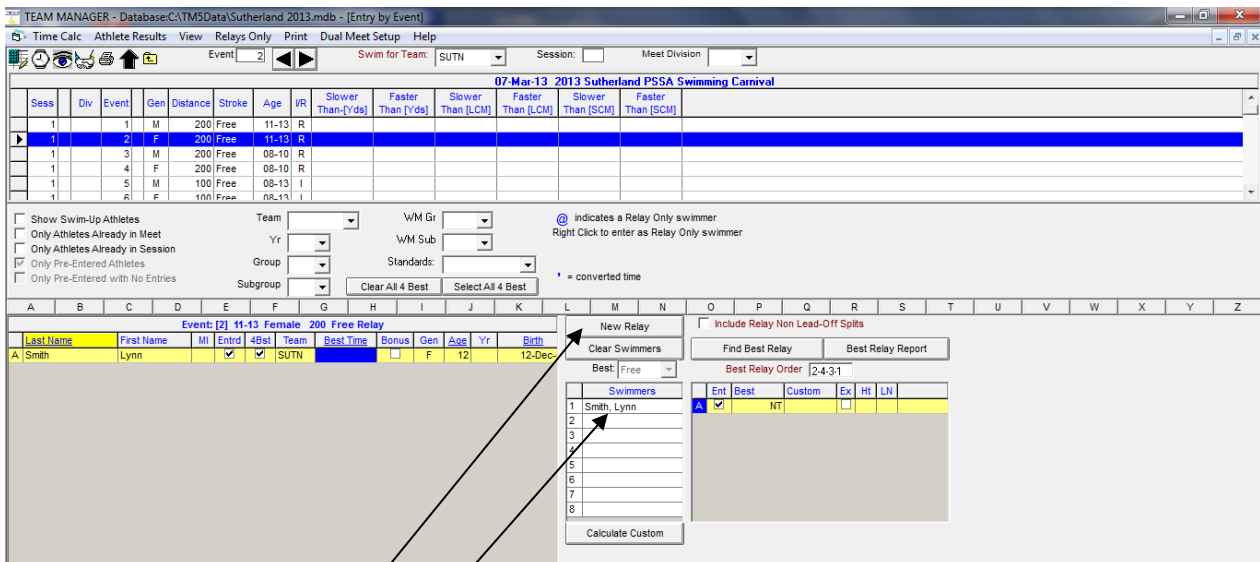
TEAM MANAGER EQUIVALENTS FOR ENTRIES

| Event No | MEET MANAGER EVENT DESCRIPTION | TEAM MANAGER EQUIVALENT | |
|----------|------------------------------------|-------------------------|-----------|
| 1 | Men Under 19 200 Obstacles | 200 FREE | |
| 2 | Women Under 19 200 Obstacles | 200 FREE | |
| 3 | Men Under 16 200 Obstacles | 200 FREE | |
| 4 | Women Under 16 200 Obstacles | 200 FREE | |
| 5 | Men Open 200 Obstacles | 200 FREE | |
| 6 | Women Open 200 Obstacles | 200 FREE | |
| 7 | Men Under 14 100 Obstacles | 100 FREE | |
| 8 | Women Under 14 100 Obstacles | 100 FREE | |
| 9 | Men 30 & Over 100 Obstacles | 200 FREE | MULTI-AGE |
| 10 | Women 30 & Over 100 Obstacles | 100 FREE | MULTI-AGE |
| 11 | Men Open 4x50 Obstacle Relay | FREE (Relay) | |
| 12 | Women Open 4x50 Obstacle Relay | FREE (Relay) | |
| 13 | Mixed Under 16 4x50 Obstacle Relay | FREE (Relay) | |
| 14 | Mixed Under 19 4x50 Obstacle Relay | FREE (Relay) | |
| 15 | Men Under 14 50 Manikin Tow | 50 FLY | |
| 16 | Women Under 14 50 Manikin Tow | 50 FLY | |
| 17 | Men Under 16 125 Line Throw | 125 FLY | |
| 18 | Women Under 16 125 Line Throw | 125 FLY | |
| 19 | Men Open 125 Line Throw | 125 FLY | |
| 20 | Women Open 125 Line Throw | 125 FLY | |
| 21 | Men 30 & Over 125 Line Throw | 125 FLY | MULTI-AGE |
| 22 | Women 30 & Over 125 Line Throw | 125 FLY | MULTI-AGE |
| 23 | Men Under 19 125 Line Throw | 125 FLY | |
| 24 | Women Under 19 125 Line Throw | 125 FLY | |
| 25 | Men Under 14 10 Line Throw | 10 FLY | |
| 26 | Women Under 14 10 Line Throw | 10 FLY | |
| 27 | Men Under 14 100 Manikin Carry | 100 BACK | |
| 28 | Women Under 14 100 Manikin Carry | 100 BACK | |
| 29 | Men Under 19 100 Manikin Tow | 100 FLY | |
| 30 | Women Under 19 100 Manikin Tow | 100 FLY | |
| 31 | Men Under 16 100 Manikin Tow | 100 FLY | |
| 32 | Women Under 16 100 Manikin Tow | 100 FLY | |
| 33 | Men Open 100 Manikin Tow | 100 FLY | |
| 34 | Women Open 100 Manikin Tow | 100 FLY | |
| 35 | Men 30 & Over 100 Manikin Tow | 100 FLY | MULTI-AGE |
| 36 | Women 30 & Over 100 Manikin Tow | 100 FLY | MULTI-AGE |
| 37 | Men Under 14 50 Manikin Carry | 50 BACK | |
| 38 | Women Under 14 50 Manikin Carry | 50 BACK | |
| 39 | Men Open 100 Manikin Carry | 100 BACK | |
| 40 | Women Open 100 Manikin Carry | 100 BACK | |
| 41 | Men Under 19 100 Manikin Carry | 100 BACK | |
| 42 | Women Under 19 100 Manikin Carry | 100 BACK | |
| 43 | Men Under 16 100 Manikin Carry | 100 BACK | |

| | | | |
|----|---|------------------|-----------|
| 44 | Women Under 16 100 Manikin Carry | 100 BACK | |
| 45 | Men 30 & Over 100 Manikin Carry | 100 BACK | MULTI-AGE |
| 46 | Women 30 & Over 100 Manikin Carry | 100 BACK | MULTI-AGE |
| 47 | Men Open 4x25 Manikin Carry Relay | 100 BACK (Relay) | |
| 48 | Women Open 4x25 Manikin Carry Relay | 100 BACK (Relay) | |
| 49 | Mixed Under 19 4x25 Manikin Carry Relay | 100 BACK (Relay) | |
| 50 | Mixed Under 16 4x25 Manikin Carry Relay | 100 BACK (Relay) | |
| 51 | Men Open 100 Rescue Medley | 100 BACK | |
| 52 | Women Open 100 Rescue Medley | 100 BACK | |
| 53 | Men Under 16 100 CPR | 100 BACK | |
| 54 | Women Under 16 100 CPR | 100 BACK | |
| 55 | Men Under 19 100 CPR | 100 BACK | |
| 56 | Women Under 19 100 CPR | 100 BACK | |
| 57 | Men Open 100 CPR | 100 BACK | |
| 58 | Women Open 100 CPR | 100 BACK | |
| 59 | Mixed Under 19 4x25 SERC Relay | 100 BACK (Relay) | |
| 60 | Mixed Under 16 4x25 SERC Relay | 100 BACK (Relay) | |
| 61 | Mixed Open 4x25 SERC Relay | 100 BACK (Relay) | |
| 62 | Men Under 16 50 Manikin Carry | 50 BACK | |
| 63 | Women Under 16 50 Manikin Carry | 50 BACK | |
| 64 | Men Under 19 50 Manikin Carry | 50 BACK | |
| 65 | Women Under 19 50 Manikin Carry | 50 BACK | |
| 66 | Men Open 50 Manikin Carry | 50 BACK | |
| 67 | Women Open 50 Manikin Carry | 50 BACK | |
| 68 | Men 30 & Over 50 Manikin Carry | 50 BACK | MULTI-AGE |
| 69 | Women 30 & Over 50 Manikin Carry | 50 BACK | MULTI-AGE |
| 70 | Men Under 16 200 Superlifesaver | 200 BREAST | |
| 71 | Women Under 16 200 Superlifesaver | 200 BREAST | |
| 72 | Men Under 19 200 Superlifesaver | 200 BREAST | |
| 73 | Women Under 19 200 Superlifesaver | 200 BREAST | |
| 74 | Men Open 200 Superlifesaver | 200 BREAST | |
| 75 | Women Open 200 Superlifesaver | 200 BREAST | |
| 76 | Mixed Under 16 4x50 Medley Relay | 200 MEDLEY RELAY | |
| 77 | Mixed Under 19 4x50 Medley Relay | 200 MEDLEY RELAY | |
| 78 | Men Open 4x50 Medley Relay | 200 MEDLEY RELAY | |
| 79 | Women Open 4x50 Medley Relay | 200 MEDLEY RELAY | |
| 80 | Mixed Open 8x50 Fin Relay | 400 MEDLEY RELAY | |
| 81 | Mixed Open 4x50 Pool Lifesaver Relay | 200 MEDLEY RELAY | |

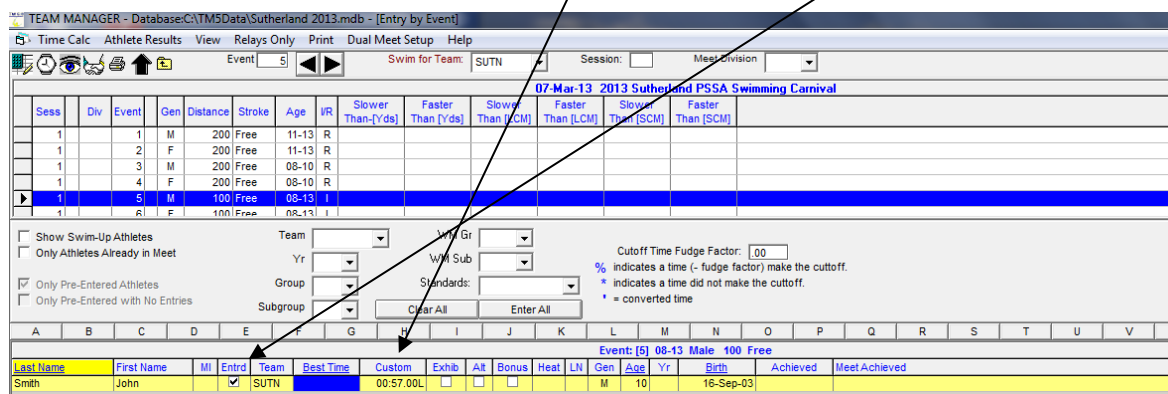
4. Add your team abbreviation, all your events are listed (R for relay, I for individual event).
5. As you click on each event the eligible swimmers appear





6. For relays click 'New Relay'
7. Drag the swimmer's name across to a relay position or double click their name. If you make a mistake, double click their name in the relay list and it will disappear.
8. For individual events, type the swimmer's time in the *Custom* box and click 'Enter'. The *Entered* box should then appear ticked and that entered swimmer highlighted in yellow.


NOTE: When typing times don't worry about punctuation, it will automatically add the punctuation. E.g. for 57.16 just type 5716 and for 1:16.00 type 11600.



9. Complete all the entries for that event and move on to the next event.
10. When all the athletes (and relays) are entered, double check the entries.
11. To double check if you have entered all athletes into the correct events, you can generate a report of the meet entries. In the task bar, click 'Reports' → 'Entry List'
12. In the Gender box, select 'Both'
13. In the *Filters* box, select your team abbreviation.
14. Ensure the black arrow in the left selects 'All' (top line)
15. In the *Include in Report* box, select 'Include heat and lane,' 'Entry Times,' "Show Checks-in Req'
16. At the top, click 'Create Report'
17. **Print out the report and bring a copy of the report with you APLSC.** If anyone thinks a mistake has been made this is their only evidence. If they need to make a correction on the day it is easier if we can sight this report.

NOTE: Teams can substitute athletes on the day as per the Competition Handbook rules. If they need to have additions, withdrawals or substitutions after the Managers' briefing, Managers can complete the appropriate form and submit it to the Competitor Liaison so corrections can be made on the computer. This will not guarantee a reseeding of heats and the replacement athlete may be required to compete in the same lane as the person they are replacing. Additional swimmers will only be added if there is a heat with an available lane.

STEP 7: SENDING ENTRIES TO THE COMPETITION ORGANISER

1. In task bar, click 'File' → 'Export' → 'Meet Entries'
2. Save to desktop or USB drive. It will look like a zipped folder  and have your club / state abbreviation. **DO NOT OPEN THE ZIPPED FILE.**
3. Email as an attachment to the Competition Organiser at sport@rlssa.org.au
4. Once entries have been successfully imported into Meet Manager, you will receive an email confirmation with a summary of team entries as they show up in Meet Manager. Please check this report for accuracy. It is important to notify the Competition Organiser immediately of any errors (e.g. missing entries/athletes, etc.) instead of waiting for the Managers Meeting the day before the competition.
5. A copy of the final program will be available at the Managers briefing.

APPENDIX G

RLSSA RECORD INFORMATION AND NATIONAL RECORDS APPLICATION

AUSTRALIAN RLSSA POOL LIFE SAVING RECORDS

Royal Life Saving Society - Australia recognises both RLSSA National Life Saving Records and Australian Pool Life Saving Championship Records for individual and relay speed events. RLSSA maintains separate male and female records for each event in each competition age category as detailed in **Item 2** below.

A listing of current records is available on the RLSSA website.

These records can only be claimed by RLSSA members endorsed by their STMO. National and APLSC records may be held by the same competitor and also may be held jointly where competitors record equal times in an event at the same or different meets.

No records are maintained for SERC and CPR.

ILS WORLD and Commonwealth records may also be set at any RLSSA competition so long as the event was sanctioned by the ILS or RLSS Commonwealth respectively.

The details of the two records maintained by RLSSA are:

- National records may be set at national, interstate or intrastate competitions provided they comply with all pool, officiating and timing requirements set out in the RLSSA Sport and Competition Handbook. They may also be achieved at an international event sanctioned by ILS and conducted by ILS, Commonwealth or a member nation.
- APLS Championship records may only be set at an APLSC noting that eligible times set at APLSC can also be recognised as National, ILS WORLD or Commonwealth records as provided for elsewhere in this document.

1 CRITERIA for NATIONAL and APLSC RECORDS

1.1 GENERAL

National and APLSC records will only be ratified where the meet and events are conducted in accordance with all pool, officiating and timing requirements and RLSSA National Competition Conditions as found in the current RLSSA National Competition Handbook, specifically:

- The meet has been endorsed by RLSSA National or a recognised state or regional RLSS entity.
- The rules of the event as described in [Section 4](#) or [Section 8](#) are strictly adhered to.
- The competition pool is a certified 50 m Olympic standard pool which satisfies applicable depth requirements as required in the event conditions.
- Records may be set in preliminary rounds, A or B finals or timed final events.

- All occupied lanes in the event are timed using AOE or approved manual timekeeping equipment as permitted in [Rule 3.4](#).
- No pace-making has occurred whether by agreement between competitors or by use of devices or aids which have that capability.
- All records will be recorded in increments of 1/100th of a second and smaller increments shall be disregarded.
- Times which are equal to 1/100th of a second are recognised as equal and the athletes achieving these times will be deemed joint record holders.

Note: ILS WORLD and Commonwealth records are only recognised where times have been recorded by AOE, either touch pad or linked backup button, and signed off as the official result.

1.2 APLSC RECORDS

In addition to the conditions specified above the following additional criteria must be met:

- Championship Records can only be set at an APLSC conducted under the auspices of NSC.
- A Championship Record can only be set in the specific event in which the time was recorded and is not applicable to any other event. The only exception is where for a specific event, such as the Rescue Medley, a combination of age groups is run as a single Open event. Refer to the event table below for events where this is applicable.
- No Championship record will be recognised where the time was achieved in a different age category event even though a competitor may be qualified by age category.

1.3 NATIONAL RECORDS

In addition to the conditions specified above in General Criteria, the following additional criteria must be met:

- Records shall only be recognised where they are set at meets endorsed by National Branch, another recognised state or regional entity.
- The meet shall be under the control of an accredited Level 3 (L3) Referee, where available, whose name should be included in the application for endorsement.
- Where no Level 3 Referee is available, the Host STMO shall provide details of the proposed referee's current accreditation and experience as part of their application for endorsement.
- Records achieved at APLSC will be automatically recognised by RLSSA for the events in which they were recorded.

- At APLSC a National record claim may be lodged with the Chief Recorder for recognition where the time was recorded in age event different to the age event in which the time was swum. If not lodged during APLSC then to be ratified an official application is required as set out in 'Ratification of Records'.
- Records achieved at any approved meet require an application in the manner set out in 'Ratification of Records'.
- Within 6 months of the record being achieved the application for a National Record should be submitted to the National office on the official RLSSA form.

2 EVENTS

Australian Pool Life Saving Championship Records may be set in the following events:

| INDIVIDUAL EVENTS Both male and female records are held for all individual events | NATIONAL and CHAMPIONSHIP RECORDS | | | | MASTERS - ONLY CHAMPIONSHIP RECORDS | | |
|--|-----------------------------------|-----|-----|------|-------------------------------------|---------|------|
| | U14 | U16 | U19 | OPEN | 30-39 | 40 - 49 | 50 + |
| 50m Manikin Carry | Nat only | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 100m Manikin Carry with fins | Nat only | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 100m Manikin Tow with fins | Nat only | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 100m Rescue Medley | | ✓ | ✓ | ✓ | ✓ | ✓ (40+) | |
| 200m Super Lifesaver | Nat only | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 12.5m Line Throw | Nat only | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 200m Obstacle Swim | Nat only | ✓ | ✓ | ✓ | | | |
| 100m Obstacle Swim | ✓ | | | | ✓ | ✓ | ✓ |
| Modified events | | | | | | | |
| 10m Line Throw | ✓ | | | | | | |
| 50m Manikin carry with fins (1/2 full) | ✓ | | | | | | |
| 50m Manikin carry (1/2 full) | ✓ | | | | | | |
| 50m Manikin Tow with fins | ✓ | | | | | | |

| INDIVIDUAL EVENTS | MASTERS – NATIONAL RECORDS ONLY | | | | | | | | | | |
|------------------------------|---------------------------------|-------|-------|-------|-------|-------|-------|-------|-----|-------|-----|
| | 30-34 | 35-39 | 40-44 | 45-49 | 50-54 | 55-59 | 55-59 | 60-64 | 65+ | 65-69 | 70+ |
| 100m Obstacle Swim | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 50m Manikin Carry | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 100m Manikin Carry with fins | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 100m Manikin Tow with fins | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| 12.5m Line Throw | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | 30-39 | | 40-49 | | 50+ | | | | | | |
| 200m Obstacle Swim | ✓ | | ✓ | | ✓ | | | | | | |
| 100m Rescue Medley | ✓ | | ✓ | | | | | | | | |
| 200m Super Lifesaver | ✓ | | ✓ | | | | | | | | |

Team composition for each age group is as described in Section 2 of The RLSSA Handbook. **Note:** Mixed relays must have equal number of male and female team members.

| TEAM EVENTS | Record type | Mixed U16 | Mixed U19 | Mixed Open | Open Male | Open Female | Mixed O30 |
|------------------------------|-------------|-----------|-----------|------------|-----------|-------------|-----------|
| 4 x 50m Obstacle relay | Champ | ✓ | ✓ | | ✓ | ✓ | |
| | National | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 x 25m Manikin Relay | Champ | ✓ | ✓ | | ✓ | ✓ | |
| | National | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 x 50m Medley Relay | Champ | ✓ | ✓ | | ✓ | ✓ | |
| | National | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 4 x 50m Pool Lifesaver Relay | Champ | | | ✓ | | | |
| | National | | | ✓ | | | |
| 8 x 50m Fin Relay | Champ | | | ✓ | ✓ | ✓ | |

3 RATIFICATION OF RECORDS

3.1 Times Recorded in Competition within Australia

APLSC records set at APLSC shall be ratified automatically as APLSC and National Records using the official results. There is no requirement to submit a claim.

National and/or ILS WORLD and Commonwealth Records set at all other endorsed or recognised meets are subject to the competitor (or relay team) making a written submission to the overseeing body on their specified form. Copies of ILS claim forms can be found at [Appendix H](#) of this Handbook. Claims received by the overseeing authority later than 6 months after the date the time was recorded will not be ratified.

3.2 Times Recorded in Competition Outside Australia

Australian competitors may claim Australian National records for times recorded in events conducted by, or with the endorsement, of ILS and Commonwealth at meets outside Australia. Any claim must include:

- Signed statement from the Chief Referee or other authorised official which clearly sets out that the meet and event were conducted in full compliance with ILS/Commonwealth specifications.
- A signed copy of the printout from the recording program showing the full result for the event including official times.

4 PROCESSING OF APPLICATIONS and RECOGNITION of RLSSA NATIONAL RECORDS

Whether a record is initiated automatically by APLSC, or by written application from an athlete, RLSSA National Branch staff shall begin the process of ratifying or rejecting the record at the earliest practicable opportunity. RLSSA shall only ratify a time as a record where all criteria applicable to the meet, venue and conduct of the event have been met.

Where a record is ratified RLSSA shall, as soon as practical, publish the details of the record and separately issue a Record Certificate as follows:

- Individual Events – one certificate to the competitor.
- Relay Events - a certificate to each member plus an additional certificate to the entity which the team was representing when the record was set.

If a record application is rejected, then the applicant will be informed as soon as practical.

5 RECORDS and POOL SIDE COMMENTARY

Pool side race and presentation commentary may acknowledge a time as a record but should include reference that such time remains unofficial until it is ratified by RLSSA.

6 TIMING METHODS and STANDARDS

Timing must be by AOE touch pad and button timers or manual timing devices which are capable of recording to 1/100th of a second. APLSC and National Records permit times recorded by either method.

Where Automatic Timing Equipment is used, the Rules as defined by FINA in their current Rulebook shall be used.

Manual timing refers to hand-held digital stopwatches and similar devices and specifically excludes mechanical and analogue devices and watches regardless of their increments.

Manual timing: Where manual timing is used there must be at least three watches operated by accredited Level 1 (L1) officials under the supervision of a Chief Timekeeper accredited at Level 2 (L2).

- All watches shall be certified as accurate by the organisers Chief Timekeeper and to the satisfaction of National Branch.
- If two of the three watches record the same time and the third disagrees, the two identical watches shall be the official time.
- If all three watches disagree, the watch with the intermediate time shall be the official time.

7 ILS WORLD AND COMMONWEALTH RECORDS

The competitor (or team manager) is responsible for the preparation and submission of all necessary documentation when making a claim for an ILS world or a Commonwealth Record. ALL forms and other documents which may be required must be endorsed by the Chief Referee and authorised National Branch officer.

If there is an intention to claim a record World Record Competition Organiser or Chief Recorder must be advised at the earliest practicable time. If the time is swum at APLSC National will advise the candidate on the process and arrange for a drug test to be undertaken by ASADA. This is a mandated requirement of ILS noting the drug test requirement does NOT apply to Masters' age categories.

8 RECORDS FOR DISCONTINUED EVENTS

As of October 2013, some RLSSA Australian National Records were archived due to the changes in the ILS Manikin Carry Rules and the increase to the distance of the ILS Line Throw Rules (12m to 12.5m). Those records remain as historical records.



ROYAL LIFE SAVING AUSTRALIA

RLSSA NATIONAL LIFE SAVING RECORD – APPLICATION FORM

Competition: _____
.....
.....

Event: _____ Date of Event: _____
.....
.....

Distance of Event: _____

Name of Pool: _____
.....

Length: _____ Depth: min _____ max _____ Lanes: _____
.....

Name of Lifesaver: _____
.....
.....
.....
.....

Branch/Club: _____
.....
.....
.....

Relay Team Names: _____
.....
.....

Times Recorded: 1. _____ 2. _____ 3. _____
.....

Record Time: _____
.....

City and State in which record created: _____
.....

How many persons in event: _____
.....

Was event a Heat/Semi Final/ Final?: _____

Name of Chief Timekeeper: _____

| | |
|--|-----------------------------|
| Name of Chief Referee of the event _____ | |
| Received: _____ | Date: _____ |
| Approved: _____ | Position: _____ Date: _____ |
| Certificate Raised: _____ | |
| Certificate Presented: _____ | |

Please return this form to the RLSSA National Office

Email: sport@rlssa.org.au

APPENDIX H

ILS WORLD RECORD APPLICATION

**International Life Saving Federation (ILS)
Sport Commission
Record Application Form Version 2017**



Kind of Record: Record

1. Name of the ILS Sanctioned Competition
please add the Sanctioning Document
2. Event
3. Gender male female
4. Age Group open youth masters group
5. Name of the Competitor Family Name, First Name(s) Date of Birth Year, month, day
Name of the Team
6. Names of the Relay Team Members (*names in order of competing*)
 1. , - Date of Birth Year, month, day
 2. , - Date of Birth Year, month, day
 3. , - Date of Birth Year, month, day
 4. , - Date of Birth Year, month, day
7. Country
8. Member Organisation
9. Record claimed 0'00"00 min
please add the official result
10. Date and Time of Race January 2016 at 0:00 a.m.
11. City and Venue
12. Chief Referee Approval
Name

Signature
Date
13. Doping Control
please add the certificate

An interactive version of this form is available online at www.ilsf.org

The completed form must be sent to the ILS Custodian of Records,

Dr. Detlev Mohr, e-mail: detlev.mohr@dlrg.de or fax +49 331 86 43 35

or to the sport commission of the ILS region in accordance with the record rules

APPENDIX I-a

TEAM DATA SHEET

APLSC TEAM DATA SHEET

TEAM NAME _____

This form must be completed and submitted by all teams entering relay or SERC events as well as Interstate Teams and eligible club teams wishing to compete for the Inter-club Overall Point Score Championships.

- DO NOT use this form to list the names of relay and SERC team members – use the MM entry file noting substitutions can be made using the protocol set out in the Handbook. Section 1 [Rule 1.11](#)
- Submit this form to the Championship Organiser as part of the entry procedure. A certified copy will be returned to team managers at the Coaches/Mangers Meeting.
- Managers may also be asked to prepare this form in duplicate and submit both copies to the Championship Organiser no later than 5:00 pm on the day before the first event is held or at the conclusion of the Coaches/Managers meeting, whichever is the latter. The original will be retained by RLSSA. The duplicate will be verified as an accurate copy by the CO and returned. It may be used as evidence in the event of a dispute.

TEAM TYPE: (circle) **Interstate** **State Development** **Inter-club** **Invitation**

TEAM POINTS SCORE COMPETITORS:

| AGE GROUP | MALE | # | FEMALE | # |
|-----------|------|---|--------|---|
| U16 | 1 | | 1 | |
| | 2 | | 2 | |
| U19 | 1 | | 1 | |
| | 2 | | 2 | |
| OPEN | 1 | | 1 | |
| | 2 | | 2 | |
| | 3 | | 3 | |
| | 4 | | 4 | |

NB If a competitor is a nominated relay swimmer only please show the individual age group they will be competing in as a non-point scorer.

TEAM OFFICIALS:

MANAGER _____

COACH _____

PROTEST and APPEALS - By default, the Team Manager and Coach are authorised to lodge protests and appeals. Teams may nominate alternative representatives below noting that when alternative representatives are nominated the Manager and/or Coach they replace can NOT submit protest or appeals.

1. Replace manager with: _____
(Leave blank if no replacement)

2. Replace Coach with: _____
(Leave blank if no replacement)

Submitted by:

(Name/Signature/Position)

Championship Organiser's Use only –

Received (Time/Date) _____ *Duplicate: YES/NO* *Verified/Returned: YES/NO*

Championship Organiser (or delegate) Signature

Copies provided to: Competitor Liaison _____ Point Score Recorder _____

APPENDIX I-b

WITHDRAWAL / SUBSTITUTION FORM

APPENDIX J

DISQUALIFICATION CODES

Part a – SPEED EVENTS

Part b – SERC AND CPR EVENTS

RLSSA DISQUALIFICATION CODES FOR POOL EVENTS (ILS 2023 modified)

| Code | Disqualification | Events |
|------|--|-----------------|
| 1. | Not completing the event in accordance with the event description or general rules. | All events |
| 2. | <p>A competitor, team, or handler is deemed to have competed unfairly. Examples of “competing unfairly” include:</p> <ul style="list-style-type: none"> • committing a doping or doping-related infraction • impersonating another competitor • competing twice in the same individual event • competing twice in the same event in different teams • jostling or obstructing another competitor or handler to impede their progress • receiving physical or material outside assistance (other than verbal or other direction) • Participating contrary to the spirit of the competition | All events |
| 3. | Competitors reporting late to the marshalling area. This may be noted as DNS (did not start) on documentation. | All events |
| 4. | A competitor or team absent from the start of an event shall be disqualified. This may be noted as DNS (did not start) on documentation. | All events |
| 5. | Individuals involved activities causing wilful damage to the venue sites, accommodation sites or the property of others. | All events |
| 6. | Abuse of officials. | All events |
| 7. | Using sticky, tacky, or adhesive substances (liquid, solid or aerosol) on hands or feet, or on the manikin / rescue tube to improve grip/push off the pool bottom. | All events |
| 8. | Taking assistance from the pool bottom except where specifically allowed (e.g., Obstacle Swim, 4 x 25m Manikin Relay). | All events |
| 9. | Leaving the water after an event before permission is given by the official. | All events |
| 10. | Commencing a starting motion before the starting signal has been given. | All events |
| 11. | Passing over an obstacle without immediately returning over or under that obstacle and then passing under it. | Obstacle events |
| 12. | Failure to surface after dive entry or after turn before passing under an obstacle. | Obstacle events |
| 13. | Failure to surface after each obstacle. | Obstacle events |
| 14. | Failure to touch the wall/edge during the turn. | All events |
| 15. | Failure to touch the finish wall/edge. | All events |

| Code | Disqualification | Events |
|------|--|--------------------------------|
| 16. | Not surfacing before diving to the manikin. | Manikin Carry |
| 17. | Taking assistance from any pool fitting (e.g., lane rope, steps, drains or underwater hockey fittings) when surfacing with the manikin (as applicable for the event) – not including the bottom of the pool. | Manikin events |
| 18. | Not having the manikin in a correct carrying position before the top of the manikin's head passes the 5m line (for carries without fins). | Manikin events |
| 19. | Using an incorrect carrying technique (as described in 4.11.2 <i>Manikins</i>). | Manikin events |
| 20. | Towing the manikin with the face below the surface. | Tow Events |
| 21. | Releasing the manikin before touching the finish wall/edge or the turn wall/edge. | Manikin events |
| 22. | Surfacing after turning and before lifting the manikin. | Rescue Medley |
| 23. | Not having the manikin in the correct carrying position before the top of the manikin's head passes the 10m line. | Manikin Carry events with fins |
| 24. | Taking assistance from any pool fitting (e.g., lane rope, steps, underwater hockey fittings) when fixing the rescue tube around the manikin. | Tow events |
| 25. | Manikin handler positioning the manikin incorrectly or making contact with the manikin after the competitor has grasped the manikin. | Tow events |
| 26. | At 50m / 150m, not touching the pool wall/edge before intentionally touching manikin. | Tow events |
| 27. | Manikin handler not releasing the manikin immediately after the competitor makes deliberately made contact with the manikin after touching the turning wall/edge and for the manikin Lifesaver Relay the competitor has donned their fins and rescue tube and makes deliberate contact with the manikin. | Tow events |
| 28. | Manikin handler pushing the manikin towards the competitor or the finish wall/edge. | Tow events |
| 29. | Manikin handler intentionally entering the water during the event, entering the water and interfering with the performance of another competitor or interfering with the judging of the event. | Tow events |
| 30. | Competitor clipping the rescue tube into the ring before touching the turn wall/edge. | Tow events |
| 31. | Incorrect securing of the rescue tube around the manikin (i.e., not around body and under both arms and not clipped to an O-ring). | Tow events |

| Code | Disqualification | Events |
|------|---|----------------|
| 32. | Not securing the rescue tube around the manikin within the 10m pick-up zone (judged at the top of the manikin's head). | Tow events |
| 33. | Pushing or carrying, instead of towing the manikin. | Tow events |
| 34. | The line of the rescue tube not becoming fully extended before the top of the manikin's head passes the 10m line. | Tow events |
| 35. | Not towing the manikin with the line of the rescue tube fully extended beyond the 10m line. | Tow events |
| 36. | The rescue tube and manikin become separated after the rescue tube has been secured correctly around the manikin. | Tow events |
| 37. | Touching the finish wall/edge without the rescue tube and manikin in place. | Tow events |
| 38. | Assistance from a third competitor during the exchange between the incoming and outgoing competitors. | Manikin Relay, |
| 39. | One competitor repeating two or more legs of the event. | Relay events |
| 40. | Leaving the starting block/releasing contact with the turning wall/edge/ starting block before the previous competitor has touched the wall/edge. | Relay events |
| 41. | The manikin changing hands before or beyond the designated changeover zone. | Manikin Relay |
| 42. | Releasing the manikin before the next competitor has grasped it (i.e., one hand of each competitor must be in contact with the manikin). | Manikin Relay, |
| 43. | Deleted | |
| 44. | Competitor clipping the rescue tube into the ring. | Medley Relay |
| 45. | Victim holding the rescue tube by the rope. | Medley Relay |
| 46. | Victim helping with arm movements, or not holding the rescue tube and/or clip with both hands. | Medley Relay |
| 47. | Victim not holding or losing the rescue tube after passing the 10m line. | Medley Relay |
| 48. | The fourth competitor towing the victim without the line of the rescue tube fully extended beyond the 10m line. | Medley Relay |
| 49. | A competitor re-entering the water after completing his or her leg of the relay. | Relay events |
| 50. | Victim not keeping a grasp on the crossbar when attempting to grasp the line for the pull to the finish wall/edge. | Line Throw |

| Code | Disqualification | Events |
|------|---|----------------------|
| 51. | Line thrower not staying in their throw zone after the start and before the 45-second acoustic completion signal resulting in interference with another competitor. | Line Throw |
| 52. | Line Thrower not pulling in the line in using their arms and just walking or running with the line grasped in their hands or held around another part of their body to return the victim to the pool finish wall. | Line Throw |
| 53. | Victim exiting the water before the 45-second acoustic completion signal. | Line Throw |
| 54. | Victim grasping the throw line outside his or her lane. | Line Throw |
| 55. | Victim not on his or her front while being pulled to the finish wall/edge. | Line Throw |
| 56. | Victim not holding the throw line with both hands while being pulled to the finish wall/edge (victim may release the line with one hand for the sole purpose of touching the wall/edge). | Line Throw |
| 57. | Victim “climbing” the throw line hand-over-hand. | Line Throw |
| 58. | Line thrower executing practice throws. | Line Throw |
| 59. | The third competitor releasing contact with the wall/edge before the head of the manikin breaks the surface of the water. | Pool Lifesaver Relay |
| 60. | A competitor in the Manikin Relay leaving the water after completing his or her leg of the relay and before the “all clear” signal is given. | Manikin Relay |
| 61. | The rescue tube not being secured around the victim (judged at the top of the victim’s head) before passing the 10m line. | Rescue Tow Relay |
| 62. | The victim becoming detached from the rescue tube (other than a technical defect with the tube – see tube defect note) after passing the 10m line and prior to the rescuer touching the finishing edge/wall. | Rescue Tow Relay |
| 63. | The victim not being towed on their back, clipped into the rescue tube and behind the rescuer. | Rescue Tow Relay |
| 64. | The victim swimming backstroke or any other stroke with an out of water recovery. NB The victim sculling under the water to assist in the tow or repositioning their arms to a position in front of their head to streamline is not a disqualification. | Rescue Tow Relay |
| 65. | The victim touching the finishing edge/wall before the rescuer. | Rescue Tow Relay |

NOTE; In the line throw failure to get the wall to the finish wall/edge before the 45 seconds acoustic completion signal shall be designated DNF not a DQ.

RLSSA DISQUALIFICATION CODES FOR SERC and CPR EVENTS (ILS 2023 modified)

| Code | Disqualification | Events |
|------|---|------------|
| 1 | Not completing the event in accordance with the event description or general rules. | All events |
| 2 | A competitor or team are deemed to have competed unfairly. Examples of “competing unfairly” include: <ul style="list-style-type: none"> • Impersonating another competitor. • Attempting to defeat the ballot or draw for events or positions. • Competing twice in the same individual event. • Competing twice in the same event in different teams. • Purposely interfering with equipment or course to gain advantage. • Participating contrary to the spirit of the competition (as described in the code of fair play). | All events |
| 3 | Late reporting to the marshalling area so competitors was not permitted to start in the event. Noted as a “did not start” (DNS) on result sheets. | All events |
| 4 | A competitor or team absent from the start of an event shall be disqualified. Noted as a “did not start” (DNS) on result sheets. | All events |
| 5 | Activities that resulted in wilful damage to the venue sites or the property of others. Result in disqualification of the individuals involved from competition. | All events |
| 6 | Abuse of officials. | All events |
| 7S | Receiving outside assistance, direction, or advice. | SERC / CPR |
| 8S | Taking any telecommunication device into the security or competition area. | SERC / CPR |
| 9S | Use of equipment not provided as part of the competition. | SERC / CPR |
| 10S | Competitor verbally or physically abused a victim assigned a penalty or disqualified. Clearly note on result sheet which punitive action taken. | SERC |

APPENDIX K

INFRINGEMENT REPORT



RLSSA POOL LIFE SAVING
RULE INFRINGEMENT REPORT

Circle or Delete as Necessary

| | | |
|----------------------------|--------------|----------|
| Event Number: | Heat/ Final: | Lane No: |
| Age Group: | Sex: | M / F |
| Infringement/DQ Code _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

| | | |
|-----------------------|--|-----------------|
| Reported By | Chief / Deputy / Event Director / Lane Judge/ Turn Judge / Starter / Other | |
| Signature: | | |
| Action Taken | Disqualified | None |
| Signature of Referee: | | |
| Announcer's Message: | Initial: | Time announced: |



RLSSA POOL LIFE SAVING
RULE INFRINGEMENT REPORT

Circle or Delete as Necessary

| | | |
|----------------------------|--------------|----------|
| Event Number: | Heat/ Final: | Lane No: |
| Age Group: | Sex: | M / F |
| Infringement/DQ Code _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |
| _____ | | |

| | | |
|-----------------------|---|-----------------|
| Reported By | Chief / Deputy / Event Director / Lane Judge / Turn Judge / Starter / Other | |
| Signature: | | |
| Action Taken | Disqualified | None |
| Signature of Referee: | | |
| Announcer's Message: | Initial: | Time announced: |

APPENDIX L

PROTEST FORM

PROTEST FORM

NOTE: See Competition Handbook [Rule 1.23](#) for full information on Protests.

This form must be submitted by one of the two designated Team officials nominated prior to the start to the Chief Referee through the competitor liaison providing that:

- i) A verbal warning of the intention to protest is given within five (5) minutes of the incident, for example, the announcement of a disqualification by the Chief Referee.
- ii) The form is completed and handed to the Chief Referee through the competitor liaison within ten (10) minutes of the incident to which it relates.
- iii) It is accompanied by a Protest Fee of \$20.00 which will be returned if the protest is deemed not to have been frivolous.

The Chief Referee or competitor liaison will then notify the Announcer and Chief Recorder that the event result is to be withheld.



PROTEST FORM

(A separate form is to be used for each protest)

TEAM PROTESTING: _____

EVENT UNDER PROTEST: _____ HEAT: _____ LANE: _____

COMPETITOR / TEAM: _____

STATE / CLUB: _____

TIME OF INCIDENT UNDER PROTEST: _____

BRIEF DESCRIPTION OF INCIDENT UNDER PROTEST:

REASON FOR PROTEST:

RULES RELATING TO THE INCIDENT AND PROTEST:

IS VIDEO EVIDENCE GOING TO BE PROVIDED? **YES / NO**

NAME AND POSITION OF THE TEAM OFFICIAL SUBMITTING THIS FORM:

SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY

TIME VERBAL ADVICE GIVEN _____ FORM RECEIVED: _____

IS THE FORM CORRECTLY AUTHORISED **YES/ NO**

HAVE RESULTS BEEN WITHHELD **YES / NO**

REFEREE NAME: _____

PROTEST DECISION: **DISMISSED** **UPHELD**

EXPLANATION OF DECISION:

PROTEST HAS MERIT: **YES / NO**

TIME COPY GIVEN: TO PROTESTOR: _____ TO SUBJECT OF PROTEST: _____

TO CHAMPIONSHIP ORGANISER: _____

RESULTS RELEASED (5 minutes after protest decision released) **YES / NO**

APPENDIX M

APPEALS FORM

APPEALS FORM

NOTES: See Competition Handbook [Rule 1.24](#) for full information on Appeals.

This form must be submitted by one of the two Team Officials nominated prior to the start of the Championships to the Appeals Committee Convener through the competitor liaison official providing that:

- i) A verbal warning of the intention to appeal is given within five (5) minutes of the protest decision being made.
- ii) The form is completed and handed to the Appeals Committee Convener through the competitor liaison official within ten (10) minutes of the protest decision being made.
- iii) It is accompanied by an appeals fee of **\$50.00** which will be returned if the appeal is deemed not to have been frivolous.



APPEALS FORM

(A separate form is to be used for each appeal)

TEAM APPEALING: _____

EVENT UNDER APPEAL: _____ HEAT: _____ LANE: _____

COMPETITOR / TEAM: _____

STATE / CLUB: _____

TIME ADVICIE OF PROTEST DECISION RECEIVED APPEAL: _____

REASON FOR APPEAL:

RULES RELATING TO THE INCIDENT AND APPEAL:

IS ADDITIONAL VIDEO EVIDENCE GOING TO BE PROVIDED?

YES / NO

NAME AND POSITION OF THE TEAM OFFICIAL SUBMITTING THIS FORM:

SIGNATURE: _____ DATE: _____

APPENDIX N

JUDGES CARD



ROYAL LIFE SAVING
AUSTRALIA

JUDGES CARD

EVENT No. _____ HEAT _____

| PLACE | LANE NO. |
|-----------------|----------|
| 1 st | |
| 2 nd | |
| 3 rd | |
| 4 th | |
| 5 th | |
| 6 th | |
| 7 th | |
| 8 th | |

Judge: _____

Chief Judge: _____

Date: ____/____/____



ROYAL LIFE SAVING
AUSTRALIA

JUDGES CARD

EVENT No. _____ HEAT _____

| PLACE | LANE NO. |
|-----------------|----------|
| 1 st | |
| 2 nd | |
| 3 rd | |
| 4 th | |
| 5 th | |
| 6 th | |
| 7 th | |
| 8 th | |

Judge: _____

Chief Judge: _____

Date: ____/____/____



ROYAL LIFE SAVING
AUSTRALIA

JUDGES CARD

EVENT No. _____ HEAT _____

| PLACE | LANE NO. |
|-----------------|----------|
| 1 st | |
| 2 nd | |
| 3 rd | |
| 4 th | |
| 5 th | |
| 6 th | |
| 7 th | |
| 8 th | |

Judge: _____

Chief Judge: _____

Date: ____/____/____



ROYAL LIFE SAVING
AUSTRALIA

JUDGES CARD

EVENT No. _____ HEAT _____

| PLACE | LANE NO. |
|-----------------|----------|
| 1 st | |
| 2 nd | |
| 3 rd | |
| 4 th | |
| 5 th | |
| 6 th | |
| 7 th | |
| 8 th | |

Judge: _____

Chief Judge: _____

Date: ____/____/____

APPENDIX O

INCIDENT REPORT



ROYAL LIFE SAVING AUSTRALIA

INCIDENT REPORT FORM

Incident details

Date of incident Time

Event

Venue

Club/team

Incident

Athlete details

Surname Given name(s)

Address Street Address Tel (H):
 Mobile:
 Suburb/Town/City state Postcode

Sex M F Age Date of birth

Known medical history
allergies / medications

Initial assessment of person:

Response Yes \ No

Clear airway Yes \ No

Breathing Yes \ No

Compression Yes \ No

Bleeding Yes \ No

Area of body Injured:

Face

Head

Neck

Chest

Back

Abdomen

Upper limb

Lower Limb

Other (please specify) _____

Initial treatment of injury:

Treatment provided:

Removal from pool / area

walk self

walk assisted

carry

stretcher

ambulance

private

other

Referral

Doctor

Hospital

Guardian choice

Physiotherapist

Other _____

Nil

Details/Time:

Detailed Assessment:

What happened to cause the injury?

How did the injury occur? (e.g., direct blow, fall)

Where was the main injury to the body?

Was the person injured or hurt elsewhere on the body?

Was there any previous injury to the area? If so, old was the injury prior to this complication?

Was their swelling and/or deformity to the injury site? Please detail.

Active movement

Demonstrate and do on uninjured limb first, then injured limb to point of pain, compare.

Passive Movement

Demonstrate on uninjured limb first, then injured limb to point of pain, compare.

Skills

Test only if passive movement is normal, what skills?

Return to Activity / Event

Did the person return to activity / event: Yes No

If so, timeframe between injury and return to activity / event:

Follow up First Aid Treatment if any?

Treatment

Instructions to athlete

Prevention

Was this injury preventable?

Yes No

If yes, how?

Follow up provided by staff / management if any?

| |
|--|
| |
|--|

First Aider

| |
|--|
| |
|--|

Phone

| |
|--|
| |
|--|

Signature

| |
|--|
| |
|--|

Date

| |
|--|
| |
|--|

Injured person

| |
|--|
| |
|--|

Phone

| |
|--|
| |
|--|

Signature

| |
|--|
| |
|--|

Date

| |
|--|
| |
|--|

Parent / Guardian

(if injured person Under 18 years)

| |
|--|
| |
|--|

Phone

| |
|--|
| |
|--|

Signature

| |
|--|
| |
|--|

Date

| |
|--|
| |
|--|

APPENDIX P

CPR SCORE SHEET

CPR SCORE SHEET

| Note: Maximum of 2min 30sec will be allowed for entire test. | | | Competitors must follow order as listed by numbers to achieve points | | |
|---|------------|-------------|---|------------|--------------|
| SECTION A | Max Score | Score Given | SECTION B | Max Score | Score Given |
| 1. LOOKING FOR DANGERS | | | 6. COMMENCEMENT OF CPR | | |
| i) dangers to self | 2 or 0 | | • jacket unzipped | 1 or 0 | |
| ii) dangers to bystanders | 2 or 0 | | • location of <u>correct</u> compression point (visually centre of chest) | 1 or 0 | |
| iii) dangers to patient | 2 or 0 | | | | |
| Judge: 'No Danger' | | | 7. COMPRESSIONS (all) | | |
| | | | Hand positioning | 2 or 0 | |
| 2. CHECK FOR RESPONSE | | | • heel of 1 hand on centre of the chest with fingers parallel to ribs | | |
| i) talk | 2 or 0 | | • fingers of hand on the sternum exerting NO pressure on chest | 2 or 0 | |
| ii) squeeze shoulders firmly | 2 or 0 | | • compression arm kept straight | 2 or 0 | |
| Judge: 'No Response' | | | • vertical downward pressure demonstrated during compressions | 2 or 0 | |
| 3. SEND FOR ASSISTANCE | | | 8. RESCUE BREATHS (all) | | |
| i) instruct bystander to: | | | • pistol grip | 2 or 0 | |
| • contact EMS – (000) | 1 or 0 | | • chin lift + hand on forehead to open airway | 2 or 0 | |
| • request Ambulance | 1 or 0 | | • effective seal (mouth and nose) | 2 or 0 | |
| ii) the competitor: | | | • eyes looking for rise of chest | 1 or 0 | |
| • gave the condition of the patient | 1 or 0 | | • ear over mouth – listening for exhalation | 1 or 0 | |
| • gave the location of the patient | 1 or 0 | | 9. END OF TEST: | | |
| • asked the bystander to report back | 1 or 0 | | At 2min 30: Judge: 'Test Completed' | | |
| • gave clear instructions | 1 or 0 | | SUB-TOTAL (B) | 18 | |
| | | | SECTION C | | |
| 4. CHECK AIRWAY | | | 10. OVERALL SCORES (from monitor) | | |
| i) place on side | 2 or 0 | | % scores will be converted to mark out of 10 | | |
| ii) open mouth and look for foreign material | 2 or 0 | | OVERALL SCORE - % | | % |
| iii) remove foreign material or fluid | 2 or 0 | | 11. NO of CYCLES | | |
| | | | • five cycles completed | 10 or 0 | |
| | | | SUB-TOTAL (C) | 20 | |
| | | | SECTION D | | |
| 5. CHECK FOR NORMAL BREATHING (place patient on back) | | | 12. COMPRESSIONS | | |
| i) pistol grip | 2 or 0 | | COMPRESSION SCORE - % | | % |
| ii) chin lift and hand on forehead to open airway | 2 or 0 | | • 108 – 112 per minute | 8 or 0 | |
| iii) look, listen, feel for normal breathing | 4 or 0 | | • 105 – 107 or 113 - 115 per minute | 6 or 0 | |
| iv) pause to allow proper assessment | 4 or 0 | | • 100-104 or 116-120 per minute | 4 or 0 | |
| Judge: 'Not Breathing' | | | • 121 - 140 per minute | 2 or 0 | |
| SUB-TOTAL (A) | 34 | | • Less than 100 per minute or > 140 per minute | 0 | |
| | | | 13. VENTILATIONS | | |
| | | | VENTILATION SCORE - % | | % |
| | | | SUB-TOTAL (D) | 28 | |
| | | | TEST = A+B+C+D | 100 | |
| Judge Note: Initial Rescue Breaths: Y / N | NIL | | 10 POINT DEDUCTION FOR ROUGH HANDLING OF PATIENT | | Y / N |

Note: Assumed Immersion Patient (Pool)

“The patient was in deep water and was unconscious under the water before they were removed.
There are no visible signs or indications of other injuries.”

APPENDIX Q

ILS SWIMSUIT POLICY

ILS SWIMSUIT POLICY

Competitors shall wear costumes, clothing or dress as approved by ILS.






A competitor shall not be permitted to take part in any competition if, in the opinion of the Referee, the competitor is not properly dressed.


Swimwear for both ILS pool rescue competition and ocean events must comply with the following standards:

- Swimwear worn by males shall not extend above the navel or below the knee.
- Swimwear worn by females shall not cover the neck, shoulders or arms nor extend below the knees. Two piece swimsuits that conform to this standard may also be worn

Further information regarding ILS swimsuit restrictions can be found on the ILS website:

<http://www.ilsf.org/Life Saving-sport/Rules>

| Male Swimsuits | | | | | |
|---|---|---|---|---|---|
| Full Length | Long | Long Legs | Knee length | Square Leg | Short |
| Not Allowed | Not Allowed | Not Allowed | Allowed | Allowed | Allowed |
|  |  |  |  |  |  |

| Female Swimsuits | | | | |
|---|---|---|--|---|
| Full Length | Zippered Back | Knee Length, Open Back | Short, Open Back | Two Piece |
| Not Allowed | Not Allowed | Allowed | Allowed | Allowed |
|  |  |  |  |  |

**To apply for an exemption please forward your request in writing to the National Sport Advisor – (care of: sportsadviser@rissa.org.au)

APPENDIX R

SERC PROTOCOL

INTRODUCTION

The Simulated Emergency Response Competition or 'SERC' is an important part of Life Saving competition.

This protocol is designed to assist those participating in, or organizing, a SERC competition. As well as providing detailed information on the Principles of Rescue required for a SERC competition it also aims to provide assistance in the design and staging of a SERC event. It should be used in conjunction with [Section 5 – SERC](#) of the RLSSA Sport and Competition Handbook.

The specific objectives of this document are:

- To assist in the effective planning of scenarios.
- Provide a guide for the preparation of clear and appropriately designed judges sheets, this includes the consistent allocation of marking criteria.
- To facilitate the effective overall planning and operation of the SERC event including site selection and preparation, and
- Provide a detailed listing of the officials required together with their specific responsibilities in the successful staging of this event.

Judges and competitors are expected to understand that SERC events are based on the principles that 'Good techniques must follow good judgment otherwise actions may be rendered ineffective in saving life.'

All water safety/rescue knowledge, skills and principles mentioned in this document are from the current RLSSA Swimming and Life Saving Manual. It is expected that all participants in a SERC event will be familiar with this document.

PART A **SERC Purpose**

The object of the SERC test is to assess the initiative of the competitors in applying Life Saving skills in a simulated emergency situation. The nature of the emergency is not previously revealed to the competitors who are asked to respond appropriately to the emergency. Although subsequent actions are important, and indicative of correct or incorrect judgment, it is essentially the quality of thought that is being tested.

Good techniques must follow good judgement otherwise actions may be rendered ineffective in saving life.

It is important to note that the event is not a test of the imagination abilities of the competitors. The setting and the conditions in the competition area should therefore be as they are found by the competitors on entering the area, that is they should be realistic and appropriate to a still water environment.

1 EXPECTATIONS

1.1 COMPETITORS

It is important that competitors clearly show their intentions and actions to the judges. In responding to the emergency, the competitors are required to demonstrate:

- a) Self-preservation of the rescuer,
- b) use of the correct 'principles of rescue' (reach, throw, wade row, go),
- c) correct priority in dealing with casualties and maximum number of casualties made safe,
- d) care in handling casualties,
- e) appropriate use of aids and other available help,
- f) gaining information (e.g., number of casualties, skills of the bystanders),
- g) show control and leadership of the scenario,
- h) appropriate after care
- i) effective communication with victims and team members

1.2 JUDGES

It is expected Judges will have the required understanding and expertise in assessing the key features of priority, principles of rescue and techniques. A complete description of the Judge's role is found in **Part B Item 11**.

- a) Judges should be able to mark within the following parameters:
 - i. mark test items in isolation from each other
 - ii. show consistency of their standard for each competitor
 - iii. use the full range of available marks for each test item, displaying the use of a possible spread of marks.
 - iv. Recognise actions that are low risk to competitor/rescuer.
 - v. Understand when victims are made safe, not necessarily out of the water.
- b) Training of judges in recognized courses, or mentoring during actual competitions, will improve judges' ability.

1.3 PRINCIPLES OF RESCUE

The following is a summary of the principles of rescue to assist officials and competitors to understand the principles that underpin SERC design and judging expectations. However, the participants must be familiar with the RLSSA Manual.

Competitors apply the following basic rescue steps:

- *Recognition* of a problem,
- *Assessment* of the situation,
- *Plan* a course of action to overcome the problem,
- *Action* to affect the rescue,
- *Care* of the victim.

Assessment - When assessing the situation, competitors consider:

- *Capabilities* of the rescuer
- *Number* of victims
- *Position* of the victims
- *Condition* of the victims (e.g., non-swimmer, weak swimmer)
- *Rescue aids* (equipment) available
- *Conditions* prevailing (e.g., water depth, entry and landing points)

Plan - On the basis of their assessment, competitors plan a course of action which may involve:

- *Seeking assistance*
- *Organising assistance*
- *Informing* an available helper
- *Gathering* any appropriate aids or equipment
- *Performing* the rescue as necessary

The plan should establish control of the situation and *aim to preserve as many lives as possible*. The management of a rescue of multiple victims presents rescuers with choices.

In brief, rescuers should manage the situation as follows:

- *Mobilise* the mobile,
- *Secure* the safety of those in imminent danger,
- *Recover* and resuscitate those in need of continuous care.

The mobile may include those capable of assisting themselves to safety and bystanders.

Those in imminent danger may include non-swimmers and injured swimmers. Those in need of continuous care include unconscious, non-breathing, or suspected spinal-injured victims.

Action - When a suitable plan has been devised it should be put into action promptly. Competitors should be alert to changes in the situation and adapt their plan of action to respond to such changes.

- When carrying out a rescue, competitors must remember:
 - Rescue from a position offering greatest safety to oneself.
 - The management of rescue principles.
 - Approach victims with extreme caution.
 - Avoid direct personal contact with conscious victims.

If entering the water is inevitable, competitors select the most effective techniques for the situation without endangering their own life in any way.

The competitors' assessment of which victims take priority will depend on the nature of the emergency however, for in-water victims, competitors should follow these victim priorities in determining whom to help first:

- | | | | |
|---|----------------|---|--------------------|
| 1 | non-swimmer | 2 | weak swimmer |
| 3 | injured person | 3 | unconscious person |

1.2 Non-Aquatic (Dry) SERC competitions

A SERC tests can be conducted in aquatic or non-aquatic environments. A test conducted in an aquatic environment is known as a wet SERC while a test conducted in a non-aquatic environment is commonly referred to as a DRY SERC.

The aim of a dry SERC is to demonstrate how lifesavers work as either an individual or as team in performing some or all of the skills associated with emergency response situations in non-aquatic environments. RLSSA usually run dry SERC competitions in Lifeguard Challenges while at APLSC a specific CPR competition is conducted.

Like a wet SERC, the dry SERC emergency scenarios are unknown until the start of the competition and shall be designed using the following principles:

- The event will be conducted in an appropriate environment and location.
- Competitors are NOT required to enter the water.
- Victims requiring assessment/treatment will not be in water.
- Where it is conducted adjacent to water the test shall be set to ensure competitors are NOT required to enter the water. However, there may be some movement of victims required as part of the scenario to ensure the safety of victims.

Tests shall be designed using one or more of the following approaches:

- An amalgam of single or multiple victim situations which are related.
- A group of victims involved in several situations which relate to a common theme, such as a road accident, picnic or workplace incident.
- The inclusion of additional victims and bystanders with medical or physical conditions requiring emergency care such as an unconscious, shock, heart attack or animal bite.
- Groups of victims with several multiple themes.

Similar to wet SERC simulated emergencies shall be staged as realistically (and as safely) as possible and should not test the competitors' imagination. For example, if a situation requires a burns victim there should be simulated evidence of a fire, or electrical wire, or chemicals.

For more information on conducting a dry SERC refer to the Commonwealth Championship Handbook or 2024 ILS Competition Handbook Rule 5.4.

PART B SERC ORGANISATION

The SERC organizer should realize that the most time-consuming part of a SERC competition is not the design of the test scenarios but the completion of all the associated documentation, in particular the design of the judges' sheets and the allocation of points. **Appendix 1** is a timeline providing a clear indication of the steps required when organizing an APLSC SERC competition.

Familiarity with **Appendix 2 – The SERC Points Matrix** is crucial in ensuring that there is a consistent allocation of the appropriate weighting to each patient that is in keeping with their priority and speed of rescue.

It is also necessary to do a venue visit prior to beginning any SERC planning to check the facilities and amenities available. (Rule **2.5.3** and **Item 1** below). A final site check is required immediately before the SERC event begins. (Refer **Item 7** below) All checks should be in accordance any RLSSA Risk Assessment tools and Hazard Analysis Documentation which National Branch supplies to The Chief Referee, CPR, SERC and Equipment Organisers through the Championship Organiser.

As well as a SERC-O, an Assistant SERC-O should also be confirmed who will assist the SERC-O to prepare and run event. The other officials required in the planning of any SERC event is an approved SERC reviewer and a Host Branch contact. For their official role **refer to Rule 2.8.4a** and **Item 11** below.

1 EVENT PRE-PLANNING

1.1 VENUE

Prior to the setting of tests certain information regarding the venue is important as these affect the actual potential test design. The details required are as follows: A venue check list as listed below.

- a. **Location:** A sketch map of the area is paramount, showing a plan of the pool including shallow and deep ends, concourse, steps along the side of the pool, spectator seating, and location of competitor security areas. It is desirable that photographs should be taken, or supplied, for future reference.
- b. **Common Hazards:** Identify problems, deck surface (slip and trip hazards), obstructions, stairs, gates underwater fittings and vents, surface between deck and pool, pool fittings (blocks, booms). This should be done in consultation with Chief Referee, Championship Organiser and APLSC Risk Assessor.
- c. **Depth:** Should be clearly indicated, noting the relevant pool ends and underwater furniture (e.g., viewing windows).

- d. **Competitor security:** The main consideration for competitor security is its proximity and clear access to the pool area from a secure starting position. Other aspects which must also be considered are:
- adequate size,
 - elimination of vision and sound from the competition area.
 - adequate toilet arrangements also need to be considered as competitors can be in security for considerable periods of time.
 - safety and movement of the competitors without spectator interference is also very important.
- e. **Gear security area:** A secure and lockable area must be found where equipment for staging the scenarios can be housed and kept out of view of competitors until security is closed. Ease of equipment movement from security to the pool-side after the competitor's security is closed must also be considered.
- f. **Water temperature:** A critical consideration to the staging the SERC events is the water temperature. For long periods of time the actors will be both in the water and, in many cases, expending a high level of energy. They cannot be expected to retain the same level of effort and action for each of approximately 30 competitors if the prevailing conditions are not suitable. The temperature of the water should be at 30°C, but no less than 28°C.
- g. **Environmental:** outdoor and indoor venues have different considerations, but both have ambient temperature considerations. It must be a major concern that air temperature as well as water temperature may lead to actors suffering from hypothermia. The surrounds of an outdoor pool have major considerations of UV factors along with possible effects of wind, rain and heat, especially if the competitor security is also located outside.
- h. **Venue Management Consultation** - The venue operator MUST be consulted on the following aspects prior to test design, noting that an explanation to the venue staff of what a SERC event may be required before the event requirements can be addressed:
- Request any venue Risk Assessment Plans that may be in place.
 - Confirm the availability of facility areas and any specialized aquatic equipment which may be on site and can be incorporated into the SERC Scenario. These would include such things as the use of diving towers or aquatic wheelchair lifts. Particularly ask about on deck Life Saving equipment such as rescue tubes and spinal boards.

- Confirm the need to remove and store lane ropes prior to the event. Request an estimate of the time venue management required to undertake this task.
- Confirm accessibility of areas behind the pool deck that is available for ONLY competitor and official movement.
- Confirm what specialised equipment can be brought into the venue from outside such as SCUBA tanks or paddle boards. These may still require management permission to be brought onto site and additional safety plans.

1.2 SECURITY

Both competitor and equipment security need to be close to the competition area, this is important for both timing and safety.

a. Competitor Security: Once security areas are decided the next step is to:

- organise layout of marshalling lock-up considering competitor comfort and marshalling requirements.
- decide on movement between marshalling and toilets.
- decide on where competitor briefings will be undertaken.
- arrange the method and timing to bring the competitor to the start position. **Note:** A water polo countdown device is recommended as it has a starting siren, an inbuilt countdown clock and automatic end siren.
- Decide and arrange any visual or sound barriers required for the security areas.
- Check start position for visual security and method of entry to competition area. Decide on barricade between the two areas.

b. Equipment Security - An area where SERC equipment can be kept out of view of the competitors and officials. The following should be considered:

- easy transport to and from competition area.
- arrange an efficient method of moving gear between security and in preparation for the scenarios, e.g., trolleying.
- consider movement, storage or relocation of venue fittings that are not required such as lane ropes, first aid equipment.

2 SCENARIO PREPARATION

2.1 Scenario Preparation Considerations

2.1 Before designing a scenario for a SERC event there are two parts to the process, the considerations that form the framework in which the scenario will be performed and the actual components within scenario that test the competitors' ability.

It is important to ensure that the scenario is relevant to the expected skill levels of the competitors. It would not be expected that an U14 test would contain CPR requirements, nor should a SERC contain specialised rescue scenarios such as dealing with an underwater SCUBA diving injury.

2.2 Framework Considerations - There are 3 main factors to consider when preparing a scenario – Venue, victims and timing.

a) **Timing** – In deciding the time limits for a test consideration must be given to the following factors:

- The time available to run the event.
- Complexity of the test including the size of the competition area.
- Number of expected competitors.
- Distance from Security/start entrance to competition area.
- Number of actors in the scenario.

The following are the RLSSA recommendations on the length of time that should be allocated to each test:

| | Individual | Team (4) |
|---------------------|----------------------|-------------------|
| Minimum size | One (1) minute | Two (2) minutes |
| Maximum size | Two (2) minutes | Four (4) minutes |
| Recommended | One and half minutes | Three (3) minutes |

b) **Victims** – The victim type depends greatly on the ability of the actors who will portray the victims and the availability of manikins. The following must be taken into consideration when designing a test:

- The number and age of actors available,
- Swimming ability and life-saving experience of actors available,

- Familiarity and understanding of broad principles of victim type as described in the current RLSSA Swimming and Life Saving manual.
- The number of manikins which can be able to be positioned on the pool bottom.

The following are the recommended number of victims that should be used in scenario. These numbers include manikins and bystanders (i.e., people not in danger).

| | Individual | Team (4) |
|-----------------------|------------|----------|
| Minimum number | 6 | 10 |
| Maximum number | 12 | 20 |

NOTE: Other than a human actor all briefings must indicate in advance how an unconscious person is to be represented e.g., manikin – rescue junior, rescue bob and this information must be recorded on all competitor briefing sheets. If a human actor is to be used as an unconscious victim, competitors must be informed in advance if any marking will be used for an unconscious person (e.g., mark on forehead, wearing cap).

c) **Venue** – When designing a scenario around any venue as well as the pool depth, pool surrounds and associated off deck areas the venue management requirements are also important. The Venue considerations detailed in **Item 1.2** above affect any SERC event in the following way:

- i. Pool Depth – The depth of the pool will influence the casualty type, the time required to complete the scenario and the difficulty of the rescue situation.

While there is no minimum depth in which a SERC Event may be held it is recommended that the RLSSA Diving Guidelines for Competitive swimming be used when designing a test and the necessary warning be given as part of competitive briefings.

- ii. Pool surrounds – The pool deck width, entry points and on deck obstacles, such as a diving board or raised platform, will affect the movement of competitors. Noting that venue organisation may change between site visits so always recheck previous information. These considerations lead to the following decisions:

- Competition area to be decided especially the size of the event area and the amount of pool deck that will be used as a landing area for victims. It is acceptable for the whole deck to be used or that more than one section of the deck may be designated as a landing area in the same test.

- The competition landing area will be dictated by how many tests will run concurrently. This then leads to consideration on if there are any slip hazards in that movement area that must be dealt with.
 - Ensure entry and exit points are easily visible and explained at all briefings. Also, that equipment in the scenario will be located to keep the entry into the landing area clear of obstructions and hazards.
 - Decide on how to clearly define the competition area and entry. This decision must be made in consultation with the organising committee and venue staff while advice should be sought from the Host Branch.
 - Decide on whether lane ropes will remain in the water or be removed. Consider storage location off deck and removal time, similarly any mid-pool boom movement.
 - If there are steps (particularly in the water) or other obstacles in the competition area a decision should be made as to whether they can be removed, or used, and this information must be clearly indicated in the test design and briefing sheets.
- iii. Venue site consultation – As well as consulting the venue operator prior to test design further consultation is required during test design to address:
- Specific confirmation of the use of any on-site facilities and any specialized aquatic equipment that will be used during the event.
 - Confirm what, if any, equipment must be removed from the competition area, or rendered unusable, during the scenario such as a first aid station. This particularly applies to the removal and storage of lane ropes.
 - Confirm accessibility of areas behind the pool area that are available for ONLY competitor and official movement.
 - Confirm what equipment will be brought onto the site and receive, in writing, permission to do so. Remembering to abide by venue safety requirements.
- iv. The following are the recommended area size when designing a SERC test. Noting that the dimensions of a 10 lane 50m pool is 1000 sq metres.

| | Individual | Team (4) |
|---------------------|---------------------------------|---|
| Minimum size | 180 sq m | 250 sq m (1/4 of a 50m pool) |
| Maximum size | 360 sq m | 1000 sq m (Full 50m pool) |
| Recommended | 250 sq m (1/4 of a 50m pool) | 500 sq m for inexperienced 1000 sq m for elite competition |

3 SCENARIO PREPARATION:

3.1 Scenario Design should be relevant to the expected skill level of the competitors.

Therefore, the test components must meet the SERC Event requirements (Refer **Section 5**). The crucial aspect is that the scenario is set to test the skills, techniques and principles as per current edition of the RLSSA Swimming and Life Saving Manual.

Again, using the considerations outlined above the victim type, their location and equipment available are key to any test. These considerations are then added to an overall idea or situation so as to build a scenario. (Refer **Item 2.2** above)

3.2 Scenario Conditions - The test conditions should be as found and not a test of the competitors' imagination. The setting and conditions should be realistic and appropriate to a still water environment. A short one or 2 sentence description may be written and given to the competitors while in lock-up to prepare the competitors for the scenario they are about to enter. (Refer above **Part A – SERC Purpose**)

- a) Safety of all participants must be paramount, and the scenario should not put actors or competitor into a potentially hazardous situation.
- b) All tests should be achievable -that is that all victims are made safe and any unconscious casualties able to be reached. However, the test need not necessarily be completely 'achievable' i.e., not all victims are landed and receive after care.
- c) Victims – while they should conform to the required broad principles the test difficulty can be raised by:
 - Victim cooperation towards a competitor's actions i.e., taking an aid against ignoring assistance or displaying panicking characteristics.
 - Victim type changing during the test i.e., from weak swimmer to non-swimmer.
 - Adding distractions such as bystanders not in danger that approach a competitor.
 - Cooperative victims that provide information against those who don't, such as the location of a manikin.

d) Any planned change in a victim's role during a test must comply with the following:

- Marks must account for the change.
- The change must be at a consistent scheduled time i.e., after 30 seconds.
- The change must be consistent throughout the test.

e) When locating a victim within the scenario thought must be given to the victim type and expected rescue. The principles to be considered are:

- Victim type consideration
 - placement and distance from safety,
 - equipment available for rescue,
 - any planned change to actor role,
 - need for specialised actor to undertake the role e.g., competitive diver of a diving board.
- Expected rescue considerations:
 - priority of rescue,
 - should there be a speed assessment element?
 - quality of technique (e.g., effective CPR),
 - Low risk to competitor/rescuer,
 - Can victim be made safe but necessarily landed in time allocation?

3.3 Scenario diagram - Once the scenario has been designed a diagram and scenario description should be prepared and sent, in confidence, to the designated competition Risk Assessment Officer for review. When approved then other SERC documentation can be completed based on the scenario diagram.

- A Scenario diagram must identify:
 - the placement of equipment and victims (identified by number).
 - The competition area with entry and exit points.
 - any out of bounds area.
 - Security location.

- A diagram documentation must also include:
 - A short but detailed description of the scenario.
 - A key to victim numbers type of patient and any additional description e.g., No 5 – weak swimmer – a child fallen off board.
 - An equipment list.

The diagram should be used in the following documentation:

- Competition area with no scenario details - Competitor's briefing sheet
- Full scenario diagram with descriptions – Judges and spectator guides

4. POINTS ALLOCATION:

4.1 Scenario diagram - Points are allocated to each victim and bystander using the Points Matrix as a guideline, (Refer in **SERC Protocol Appendix 2.**)

a) Note that the variation in points is dependent on the:

- casualty or bystander condition,
- level of difficulty of the rescue situation e.g., on the surface, submerged,
- proximity to rescue equipment,
- distance from the point of safety,
- equipment available,
- will any condition vary during the test.

b) Marking criteria is on the basis of

- casualty priority,
- expected speed of rescue,
- expected quality of technique and care of the casualty.

4.2 Rough Handling of patient – Rule 5.6 allows for points deductions for rough handling of a manikin as well as verbal or physical abuse and rough handling of actors/officials.

Scoring for rough handling, either a score of **zero (0) or minus ten (-10)** only, is ALWAYS recorded at the bottom of the judge's sheet.

Section 5 also allows for no points allocation for any action that uses non-designated equipment or the use of out of bounds areas.

4.3 Marking system - By using a direct marking system outlined above each designed test will have a different score total and as the allocation of judge's points is mainly subjective it is not possible to establish a parity of points between one event and another. Therefore, results from one event should not be compared on a total point's result.

The alternative indirect weighting method as used in ILS World Championships is where the weighting is secret to both judges and competitors and is dealt with by the recorders. The points allocated to all victims will be out of 10. This method may also be used at APLSC but only with the prior approval of the RLSSA National Sports Committee (Refer ILS document – SERC Guidelines)

5. JUDGES SCORE SHEET PREPARATION:

The Judges score sheet, and other documentation such as equipment list and actors list, should only be prepared after the scenario has been set and the points for each victim has been established.

It is expected that each victim will have a judging criterion specific to their victim type. As well as the judging criteria for each individual victim there MUST be an overall judging aspect of any scenario.

The allocation of an overall judge is an important aspect of assessing the competitors' overall judgement and application of the priority and principles of rescue as well as their control of the situation through communication both to the victims as well as their own team members.

The Judges sheets requires as much thought as the actual scenario. All judges' sheets have 3 components the layout, wording and points allocation.

- i. The layout should be simple and easily read and the team information must be clearly shown on the top of the sheet.
- ii. The Wording should be clear, precise, concise.
- iii. Points available must be clearly shown with an easy to find location to record the allocated scores. (Refer to **Matrix Appendix 2**)

Note: It is usually the overall judge’s role to make decisions on rough handling of victims and abuse of actors or officials. Space for rough handling should be included in the Overall judge’s sheet, however, it can be omitted from that judge’s sheet and a space added to each judge’s sheet.

Protocol Appendix 3A contains a number of examples and suggestions for victim and scenario descriptions which can be used as a guide when preparing SERC documentation.

Protocol Appendix 3B sample set of Judges score sheets and Scenario diagrams.

6 DOCUMENTATION

The following documentation is essential preliminary preparation for the smooth operation of the SERC events and must be provided to the Championship Organiser for printing and distribution.

A Scenario diagram must be prepared which identifies the placement of equipment and victims. The diagram should also show the competition area with entry and exit points as well as any out of bounds area.

SERC requirements and Competitor Briefing sheets should be provided to the Championship Organiser at least 2 months prior to the competition. Any special safety requirements should be included in all relevant documentation to ensure that it is not overlooked in a verbal briefing.

A displayed notice for the venue entry advising the public. Recommended text - “that a Simulated Emergency Competition will be taking place and there was no place to be concerned if they hear people yelling or calling for “help. “

A sample of the various SERC documents are in Protocol **Appendix 3 – 7**

6.1 ORGANISATION LISTS

a) Actors List

Documentation regarding the number, approximate age and general abilities of the actors is required, emphasizing that the actor must be appropriate to the role and that actors need to be able to maintain the role for the duration of the event. Example – A 12-year-old should not be acting as a drunk nor should a poor swimmer be put into a role that requires them to be in deep water for the whole time.

An actor checklist can also be prepared for each event ready for the inclusion of actual names of the actors.

This list is a confidential document if when victim types can be identified for each scenario.

b) Equipment List

Initially a total list of the equipment required for the scenarios should be supplied to the Championship Organiser; this should include recommendations for spare equipment where breakages are likely.

An equipment list for each scenario should also be prepared and provided to the equipment officers prior to the competition start so they can ensure that the correct gear is pool-side for each event. It is also useful to provide the equipment officer with a copy of the relevant judge briefing diagram and any safety considerations to assist with equipment placement.

c) Special Equipment

An organisation list should be provided to the Championship Organiser with any additional requirements required for the smooth operation of the event and do not assume it will be part of the normal APLSC organisation, this list would include such things as:

- a two-way radio communication system,
- stop-watches,
- equipment specific to security (lock-up) area,
- stanchions or barricades to secure the start and competition area from accidental intrusion by spectators.
- Water polo starting/countdown mechanism or similar,

d) Security Arrangements

From the location map provided by the Championship Organiser, or Venue management, document any additional security arrangements or equipment needed, e.g., covering for windows or a "ghetto-blaster" to cut out sound from the competition area.

6.2 Competitor Briefing Sheets

a) Competitor Briefing Sheets

There are 2 briefing sheets provided to competitors, one is the briefing that provides an overview of the specific event conditions while the other is the Scenario statement. Any special safety requirements should be included in both documents.

- i. Pre-Competitor Briefing sheets need to be prepared early so that they can be forwarded to each state prior to the competition. The briefing sheet must contain a summary of SERC rules and any organizational details pertinent to the event as well as the competition area diagram and the location of security.

- ii. Specific Scenario Briefing which is a scenario statement that is distributed in security to competitors. This statement is a summary of the scenario description should be no longer than two to three sentences in length and sets the scene for scenario but does not provide information on victim type or location. NB this document does not contain a diagram.

b) Judges Briefing Sheets

The Judges Briefing sheet is an overview of the scenario which should include both a full diagram and a detailed description of the scenario as described in this document, plus any additional judging explanation or guidelines the SERC organiser considers necessary. Each judge should receive an individual sheet which has been clearly marked, usually with fluorescent pen to highlight the actors with whom they are concerned, and their positioning within the scenario area.

Any special safety requirements should be included.

c) Spectator Guides

The Spectator guide is usually a modified copy of the Judges' Briefing sheet where the specific judging points have been removed. The guide adds to the understanding and enjoyment of the event by the spectators, and their inclusion is highly recommended. They are not made available to spectators until after the Security has closed.

d) Actor Briefing Sheets

The Actor's Briefing is a judge briefing sheets annotated for this purpose, one for each actor in the scenario. It is advantageous to mark individual sheets with a fluorescent pen to highlight the actor's specific position on the diagram and also to mark the section in the description related to that actor. It is also desirable to notate these with any additional information specific to that actor, e.g., knowledge about other casualties, response to rescuer.

Any special safety requirements should be included.

f) Venue Guide

Prepare as list for management that confirms the venue facilities and equipment to be used, the set up required in security rooms, corridors, pool deck and actual pool fittings, any special equipment that will be brought onto site, a timetable of when specific actions will take place remind staff that and supply at least 4 laminated signs that staff can post on the day advising the public that a SERC competition will be taking place.

6.3 JUDGES Sheets

These should be prepared and carefully checked in terms of the factors noted previously. These documents are kept confidential until the event security has been closed. They are provided to the Championship organiser for risk Assessment and printing. Once printed they are collated and secured into a designated envelop to be distributed the relevant judge who should receive only the score sheets required for their allocated position along with their Scenario Briefing Sheet.

There should be separate judges' sheets prepared for each victim or group of victims as well as a specific section or sheet to score the overall performance.

Any special safety requirements should be included.

7. SITE CHECK

At least 2-7 days prior to any SERC competition it is advisable to make contact with the venue to confirm all SERC arrangements. A physical SERC site check **MUST** be conducted at least 2 hours prior to any SERC event so that any problems can be dealt with before the event briefing, however a preliminary site visit the day before with the Equipment Organiser, Competition Manager and either the Event Director, Assistant SERC-O or Event organiser is the recommended.

It is essential that the SERC-O inform venue staff and organise for users of the venue to be informed that a SERC event is to be conducted so as not to cause concern. It may be necessary to brief on-deck lifeguards with a request as to where to position themselves so as not to interfere with the event.

The following checklist is recommended. **Items 1:1.3 to 1:1.4** should be referred to for details regarding each requirement.

- a) **Spectator Movements** - Ensure arrangements are made to eliminate the possibility of spectator interference with competitor access to competition area or with the scenario operation.
- b) **Security**
 - i. **Competitor Security** – Check designated area is organised and suitable for security. Tables and chairs are in place, windows and doors are secured or covered and toilet arrangements are in place. Confirm the method and timing of competitor movement to the start position and that any holding stations are in place.
 - ii. **Competitor Start Position** - Check the holding area and barrier between starting point and entry to competition area. Check position for visual security and lack of trip hazards during entry to competition area. Confirm safe entry.

iii. **Equipment Security** - Check the SERC equipment and equipment secure area.

c) **Pool Preparation**

i. **Equipment movement** – Confirm that an efficient method of moving gear between security and competition area for scenario preparation is in place. Confirm movement, storage or relocation of venue fittings that are not required such as lane ropes, first aid equipment.

ii. **Venue equipment** - Confirm the announcing position and if announcements can be heard clearly on pool-deck. Conduct a starting device check and confirm location. It is a good idea to do an announcing and the start sound check just before competitors are called to security, so they are familiar with the start signal, especially if it different to the usual speed start such as water polo mechanism or whistle,

iii. **Marking of competition area** – The following must be undertaken before a SERC event can be conducted.

- check on the method of defining the pool competition area(s) and the concourse area used for the scenarios. Refer below to Part 2: Item:2.2c.
- arrange for the removal of pool steps or blocks if necessary.
- arrange for a physical barrier, e.g., witches hats, to be positioned to stop competitors entering from the wrong section of the pool.

iv. **Safety** - Check the safety of the entry corridor between security and the competition area, check pool-deck for slip hazards and ensure that the concourse is clear of obstructions and hazards.

v. **Meeting points** – Confirm location of where judges, and actors will meet prior to an event to receive documentation and specific scenario briefings.

8. COMPETITION PREPARATION

When a SERC is to be conducted as well as a site check there are other considerations. In the case of multiple SERC events there is usually no time for a short break at the conclusion of an event as the preparation for the following event must start immediately.

Actors, judges and other officials directly involved in effecting the smooth operation of these events are required to put in a long and intense effort.

To help facilitate this quick restart, and for the comfort and safety of the actors and officials it is desirable to provide the following are desirable.

a) Actors -

- warm drinks on hand
- spare towels
- spare actors, changed in case they are needed
- suggest the wearing of a tee-shirt if actors are small and very thin.
- energy snacks such as lollies or energy drink regularly

b) Judges, Security Marshalls, Equipment Officers, SERC Coordinator and Assistant

- provide a drink between events.
- energy snacks such as lollies or energy drink regularly

9. BRIEFINGS

a) National Office must confirm suitable meeting times for the judges, other officials and for the actors.

b) Competition Management - Championship Organiser, Chief Referee, the SERC-O and Assistant SERC-O need to meet prior to the competition days to confirm: Official allocations final arrangements for meetings, security, equipment, and to do a full site check.

c) Officials – There should be a general officials’ briefing to confirm the event organisation and allocation of official roles. At this meeting Judges will be allocated to specific scenarios or heat areas. This briefing MUST include an outline of safety considerations and the need for security, and no electronics, to avoid opportunities for competitors to gain an unfair advantage.

d) Judges as well as attending the general SERC officials' briefings need an a more specific briefing to cover the technical judge requirements. There may also be a judges' briefings immediately prior to the start of each SERC event but after competitors have been called to security for the event to distribute documentation and allocate victims. Judges must be briefed regarding the following:

- allocation to events and specific test aspects.
- judges' location in competition area.
- actual scenario details.
- scoring/score sheets being used and distributed where necessary.
- Information provided on actor and equipment allocations; confirm if judges need to collect or they will be distributed.
- signal arrangements to actors if action/condition changes are required.
- signal arrangements to SERC Coordinator for *ready* and *something is wrong*.
- checking the draw order, name and team for *each* competitor and reminded to check this information at the beginning of each heat.

e) Competitors - Prior to competition a competitor's briefing should be arranged to allow team coaches to check procedures on behalf of their team members. Opportunity will be provided to clarify or confirm any issues contained in the previously distributed Competitors' Briefing sheet.

f) Actors There should be 2 briefings held for actors.

- 1) **The first** a practice session with the actors prior to the competition date is essential to check that they are able to accurately simulate the characteristics generally displayed by those in each category of drowning persons, as set out in the current RLSSA Swimming and Life Saving Manual.

2) **Another briefing session** is held immediately before event regarding the allocation of their specific victim roles in the scenario, also stressing the importance of the consistency of their acting. While the allocation may be conducted by an Actors' Organiser the judge appointed to supervise their section of the scenario must confirm their role and provide details of any specific actions or communication they should perform. This briefing must also cover the actor's actions during their rescue and after they are made safe. This includes if they are able assist in any way such as go for help or know first aid. Remind actors that:

- they must notify their supervising judge immediately if they become exhausted or do something differently to a different test.
- if events are running concurrently that when there are no further competitors in their area, they are still required to continue acting until all heats have finished.

10 COMPETITION DAY FUNCTIONS

10.1 Prior to Competition

The following checks and procedures need to be completed on the day of competition, immediately prior to the start of the event.

- a. Check that the pool area is correctly roped off.
- b. Ensure that signs, markers and barriers are in place to eliminate the possibility of spectator interference with the scenario area.
- c. Check safety plan is in place.
- d. Confirm recorders starter and announcers are familiar with their role requirements. Introduce runners to recorders.
- e. Check that judges have no further queries about the scenario with which they are involved.
- f. Judges check that all their actors have arrived and commence final briefing of the actors.
- g. Check that the security area is prepared and that the security personnel are in attendance.
- h. Conduct a start signal check for all officials and competitors.
- i. Have the competitors called to security at the nominated time.

- j. Meet with the equipment officers and SERC Event Directors; to answer any last-minute queries and to ensure that the gear is prepared.
- k. Brief the runners to collect score sheets but emphasis the need to wait outside the competition area during each actual heat.
- l. Have security closed at the nominated time.
- m. Set the pool ready to commence the event.
- n. Conduct a test run through without competitors to allow judges to observe actors and make corrections where necessary.

10.2 During Competition

The SERC Organiser, and Assistant SERC Organiser, should be located so that they can carefully observe the pool area throughout the competition.

Ensure all officials are vigilant to any potential or developing hazard or safety concerns so that they are dealt with immediately.

Close attention must be paid to the timing. Try to ensure fast and efficient resetting of the scenarios, with a consequent fast restart time for each heat.

Care should be taken to observe for the following potential problems.

- a. Consistent resetting of the scenario paying particular attention to
 - actor position,
 - equipment position and condition,
 - Any judge whose resetting is slow,
 - Note any discrepancies and immediately check with the relevant judges.
- b. Spectator movements which may inhibit or interfere with either the competition area or with the competitors.
- c. Physical condition of the actors, e.g., injuries or cold.
- d. Ensure officials are on lookout for spectator signalling.

10.3 At end of Competition

The following checks and procedures need to be completed on the end of each event, especially if another event is to immediately follow.

- a. Confirm with security that there are no competitors waiting to participate.
- b. Check that the pool area to ensure that officers have started to remove equipment from the pool area.
- c. Ask announcer on your behalf to
 - thank officials and actors for their participation and return paperwork.
 - ask officials to return all paperwork.
 - ask spectators to acknowledge their efforts (clap)
 - if there is another event to follow immediately ask for officials and actors to move to briefing area and open security for competitors.
- d. Confirm with recorders:
 - that all marking sheets have been received.
 - and follow up any that are missing.
 - address any problems brought to your attention.
 - **Note** any teams who have received points adjustments or deductions on personal records.
- e. Check with Competitor Liaison to confirm that there are no outstanding competitor queries or protests.
- f. When results are decided:
 - check and sign so that they can be released for publication, announcement and distribution.
 - inform Championship Organiser of time that results were released, and presentation of awards may proceed.
 - NB usually presentation is held after time limit for protests has passed.
- g. Inform venue staff that event has finished, thank them for their co-operation,
- h. Final check that all
 - facilities used have been left tidy and clean and
 - venue equipment has been returned to rightful place.

11. SERC OFFICIALS – Roles and understandings

Officials should be an accredited RLSSA Pool Life Saving Official Course and as such are adequately trained to conduct their respective duties.

Where an official observes a change they shall report it to SERC-O. If, in consultation with the Chief Referee it is determined that the observed changes materially alter the test conditions, they may adjust the judges' score for the affected part of the test.

A full description of the role and duties of officials as well as the allocation of official roles can be found in **Rule 2.8**

It is useful to brief Event Directors and the Equipment organiser together so that they can co-ordinate their communication efforts.

As well as the SERC-O, an Assistant SERC-O should also be appointed who will assist the SERC-O to prepare and run event. The other officials required in the planning of any SERC event are an approved SERC Reviewer and a Host Branch contact. For their official roles are described below.

11.1 SERC Coordinator

The SERC Coordinator is responsible for:

- the design and staging of the SERC events in accordance with this document.
- briefing Judges, other SERC officials and the actors.
- preparing all SERC documentation and
- ensuring confidentiality of scenarios prior to the event.
- the allocation of official roles in consultation with the Chief Referee.

The order of teams shall be determined by a draw made by the Championship Organiser, in a method approved by the SERC-O, in consultation with the Chief Referee. The onus is on the SERC-O to ensure that the draw is according to [Section 5](#).

11.2 Assistant SERC Coordinator

Their role is to act as support the SERC Coordinator during the preparation leading up to the competition, especially in regard to scenario design and proofreading documentation. During the competition they assist the SERC Coordinator with the control and supervision of the event. These duties could include:

- sharing in the final briefing responsibilities,
- assisting with final checks,
- being another source of information for last minute queries
- being a second overall observer checking for consistency of the tests
- supervising the off-deck security and competition movement procedures.

11.3 SERC Reviewer

This role is to review the scenario design prior to the preparation of the official judges' sheets. The review is to ensure that it does not contain any safety risks or unacceptable hazards and to ensure that the scenario is appropriate for the experience of the competitors. The reviewer may be a previous SERC-O, the Chief Referee or the Assistant SERC-O but should be approved by the NSC.

11.4 SERC CONTACT

This role is given to a host Branch nominated official who is to communicate with the SERC-O to ensure that the actors are trained appropriately, and the scenario equipment is obtained. They should be aware that these arrangements are to be kept confidential and should understand that none of these specific requirements can be shared with others.

11.5 Judges

- a) For *individual events* there should be at least two judges plus it is desirable to have an additional overall judge. For *team events* there should be an overall judge plus at least four to five judges.
- b) Judges must attend briefing sessions regarding scenarios and marking sheets being used. The judges should then do the final actor briefings and setting up of the scenario.
- c) It is vital that each judge only marks their own element of the test for every competitor participating in an event. Consistent standards and mark allocation as well as using a good spread of marks are the important criteria. Judges doubling up to mark areas, then dividing scores to get an average, is not usually acceptable.
- d) In order to effectively judge an event, they are expected to be familiar with the following practical aspects of the event:
 - the patients /equipment under their supervision, including the specific test aspects they are to score.
 - awareness of the best location for themselves and their actors/equipment to ensure consistency.
 - actual overall scenario details.
 - the scoring/score sheets being used.
 - procedure to indicate an unexpected change of conditions.
 - signal arrangements to actors if action/condition changes are required.
 - ensuring that the draw order is recorded on the judges' sheets.

- that name and team for *each* competitor is clearly written on the score sheet.
- signal arrangements to SERC Coordinator/Event Director for *ready* and *something is wrong!*

11.6 EVENT DIRECTOR (Scenario director)

One Event Director is required for each scenario whose specific task it is to accurately reset the scene after each competitor and control the start for each test to ensure a fair start. Where possible they should not have any judging responsibility so they are free to address any problems which may arise. They should control the start for their event.

To effectively undertake this role the official must liaise with the SERC Organiser and be briefed on the following:

- a. Confirmation regarding setting and re-setting the scene. Stress the need for:
 - people and equipment to be in the same position each time.
 - all people and equipment that can get wet must be wet at the start of competition.
 - similarly, dry people and equipment must stay dry throughout the event. If they accidentally get wet, they must be dried or replaced as appropriate.
 - any variance in the acting or in the actual scene must be reported to SERC Coordinator or Assistant SERC Coordinator so that marks can be adjusted if necessary.
 - quick and efficient re-setting.
- b. Arrange signals to SERC Coordinator for ready and something is wrong, ensuring that all officials in their test area are informed of the procedure to be used.
- c. It is useful to brief Event Directors and equipment officers together so that they can co-ordinate their efforts.

11.7 Starter

Their role is to start and stop each heat. It is essential that the starter is aware of the mechanism to be used and ensure that they are present when it is tested before the start of the event. This is especially necessary where a water polo stop clock or a computer score board countdown clock is to be used. The starter should confirm with the Event Director that the starting sound or signal can be observed by all officials and actors. They should have a whistle and a second back-up stopwatch, is essential.

The starter must be familiar with the following:

- The starting mechanism to be used.
- length of each heat
- start and finish signals ready
- signal from SERC Coordinator or Event Director
- SERC procedures
- Method of communication with the Check Starter

11.8 Event Timekeeper

Their role is as back-up for the starter in case of difficulty, most commonly starting mechanism failure during a heat.

11.9 Actor Timekeepers

A timekeeper is allocated to any technical judge who has a speed component in their judging criteria or a victim whose role requires a change in condition or position during the scenario. The timekeeper is to ensure that such changes are made with consistent timing and any speed criteria is accurately timed. They also act as a 'second pair of eyes' for the judge.

11.10 Runners

Runners are required to collect the judges' mark sheets at the end of each heat and relay them to the recorder. They also relay important queries from the judges, or other officials, to the SERC Organiser or Event Director.

11.11 Equipment ORGANISER

This official must understand the need for SERC confidentiality and secrecy. They are required to personally check all the equipment prior any event. They are also responsible for ensuring that the equipment is ready to be placed into the competition area as soon as the competitor security area is closed.

The equipment organiser is provided with an overall equipment list as well as a list of equipment for each test and scenario plan of the pool indicating specific siting of each piece of equipment.

They also need to brief their equipment officers regarding the following:

- Allocation of roles to each equipment officer
- keeping the equipment security area closed
- moving equipment to the competition area
- assisting with resetting scenarios after each competitor where applicable.

11.12 Equipment Official

The following equipment officials are required:

- Four assistants to help prepare gear and move it to the poolside.
- One person should remain in place for each event to help check that equipment is correctly placed for the restart of each heat.
- replace any equipment that is damaged or faulty.
- In-water gear re-setters according to the nature and placement requirements of the equipment being used. This could include manikin placement.

11.13 Security Marshalls

Security Officials are appointed to the following roles:

- Chief Marshall,
- Marshall
- Check Starter
- Escorts may need to include chaperones for change room duty.

Only Officials experienced in SERC protocols should undertake the roles of Chief Marshall and Check Starter.

The designated Chief Marshall will:

- coordinate all the officials who are located in the off-deck security area.
- ensure consistency in any Scenario Briefing.
- provide consistent distribution of a Scenario Statement when required.
- liaise with the SERC Organiser and/or Event Director to ensure the correct competitor order and start signals.
- ensure safe movement of athletes to the competition area.
- organise escorts to move competitors safely and consistently.
- organise for the safe removal of competitor belongings to be available after they have completed their test.
- Ensure strategies are in place to check, monitor and remove devices that provide a link to outside. This includes watches and headphones.

There should be at least two security personnel inside each security area with the competitors. Their role is to marshall the competitors according to **Section 5 Rule 3** and supervise the movement of competitors from the marshalling area to liaise with the Check Starter.

The Check Starter is under the supervision of the Chief Marshall. Their role is:

- to hold the competitors at their starting point until the start signal is given.
- ensure that competitors do not see any part of the competition area while awaiting the start.

- ensure that the starting area and the entry onto the competition area is safe, free of hazards.
- ensure that the competitors' movement will be unimpeded.

Escorts - Depending on the site of the security area, and it may be necessary to have further security officials (known as escorts):

- supervise each 'holding' area as the competitors move to their entry point ready for the starter's signal.
- oversee competitor movement to toilet facilities.
- oversee the movement of spectator "traffic" to ensure a clear access for the competitors to the pool competition area without contact with spectators.
- Movement of competitor belongings from security area to collection area.

The briefing of all Security Officials should include:

- method of communication between security areas and the SERC Coordinator, (preferably arrange 2-way radio communication).
- explain competition area plan and the competitor starting position.
- familiarize officials with the actual security area and lock-up procedures.
- method of checking competitor order.
- procedure for moving competitors to the *ready* position.
- procedure to signal '*ready*' to SERC Organiser or Event Director.
- explain toilet arrangements and movement of competitor belongings.

11.14 Announcer

Announcers must understand that their role is mainly to provide information to officials and competitors not to commentate event, emphasis there should be no commentary or announcement could inadvertently disclose test components or identifies equipment or victims.

The Chief Referee should arrange a signal to the announcer to call for quiet ten seconds prior to each restart.

Brief the announcer regarding the following announcement to be made:

- spectator explanations about seating, restricting movements and maintaining quiet during the actual event.
- ongoing reminders of the importance to not point or signal competitors.
- marshalling calls and security 5 minute and 1 minute closing warnings
- in the 10 seconds of quiet before restart requirement to announce the competitors about to enter the competition area.
- at conclusion of each heat acknowledge the team or competitors who have just finished.

APPENDIX R INDEX

- 1. SERC Organisation Timeline**
- 2. SERC Points Matrix**
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 - 2.1. Individual SERC
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 - 3.1. Individual SERC
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 - 5.1. Individual SERC
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- 7. Sample Actor and Equipment Check List**

SERC PROTOCOL APPENDIX 1 – SERC ORGANISATION TIMELINE

This timeline provides a clear indication of the steps required when organizing an APLSC SERC competition. The SERC organizer should realize that the most time-consuming part of a SERC competition is not the design of the test scenarios but the completion of all the associated documentation, in particular the design of the judges’ sheets and the allocation of points.

Familiarity with *Appendix 2 – The SERC Points Matrix* is crucial in ensuring that there is a consistent in allocation of the appropriate weighting to each patient that is in keeping with their priority and speed of rescue.

| Competition Countdown | Action by | Action |
|----------------------------------|----------------------------------|--|
| 12 months prior | National Sport Committee (NSC) | Selection of SERC Organizer (SERC-O) (2 year term) |
| 9 months prior | National Office | <ul style="list-style-type: none"> • Organize site visit for Key Officials • to check recommended specifications • Provide any RLSSA risk Assessment tools and Hazard Analysis documentation to Key officials. • Sketch map and photographs of site layout to SERC Coordinator |
| 8 months prior | National Office and (SERC-O) | Select location of security areas including marshalling stages and equipment security areas |
| 6 months | SERC O | Prepare Scenarios |
| 6 months prior and progressively | SERC O / Assistant | Prepare: <ul style="list-style-type: none"> • Mark Sheets • Actor Summary lists • Equipment Summary lists • Actor checklists • Judge briefing sheets • Competitor security briefing sheets • Spectator guides |
| 4 months prior | SERC-O / CPR-O and Chief Referee | Review Pre-Competition Competitor briefing sheet |
| 3 months prior | SERC-O | Send to National office/ Host STMO SERC contact: <ul style="list-style-type: none"> • Actor summary lists • Equipment lists • Special equipment needs • Team briefing sheets with venue information |

| Competition Countdown | Actioned by | Action |
|----------------------------------|--|---|
| 3 months | SERC-O | Competitor briefing sheets to National Office |
| 3 months | National Office and Chief Referee | Confirm schedule of briefing meetings with CPR and SERC Coordinator |
| 2-3 months | SERC-O Approved reviewer and APLSC Risk Assessor | Documentation reviewed to ensure appropriate to competitor skill, consistency, hazards and other identified requirements. |
| 2 months prior and progressively | SERC-O | Send to National Office for printing: <ul style="list-style-type: none"> • Judge [actor] briefing sheets • Mark sheets • Spectator guides |
| 2 months prior and progressively | Chief Referee | Consult with SERC and CPR Coordinators on officials' allocation |
| 6 weeks prior | National Office | Distribute briefing sheets to team coaches |
| | National Office | Advise: <ul style="list-style-type: none"> • Actors of arrangements for training/briefings |
| At least 4 weeks | SERC-O and National office | All paperwork must be finalized and sent for printing. Printing: <ul style="list-style-type: none"> • Judge [actor] briefing sheets • Mark Sheets • Spectator guides |
| 2 weeks prior | SERC-O/Host STMO | Check that all equipment is available |
| During week prior | SERC-O | <ul style="list-style-type: none"> • Site check with Championships Coordinator and Chief Referee • Collate all paperwork and highlight as required. • Notate actor briefing sheets |
| | SERC-O / Assistant and Equipment Org | Equipment check Provide equip list and pool layout for each test |
| | SERC-O / CPR-O and Chief Referee | Confirm officials' allocation with Chief Referee And Officials of briefing meetings |
| | SERC-O or assistant | Actor practice |
| Before event | SERC-O | <ul style="list-style-type: none"> • Overall Briefing meetings- Judges, Competitors and officials • Attend team briefing |
| Day of event | SERC-O | <ul style="list-style-type: none"> • Check all organization with venue staff and actors. • Brief officials • Confirm security room layout |

SERC PROTOCOL APPENDIX 2 – SERC POINTS MATRIX

This matrix provides a guide for a consistent allocation of technique points according to the victim priority, their condition and distance from safety. The Matrix also provides a guide for the allocation of points for the speed to reach a high priority victim, these are known as speed points.

It must be understood that the points allocated to a victim are the maximum points that a judge can award to a competitor for their technique when dealing with the victim – victim recognition, rescue, communication and after care. Points must be allocated to each victim/bystander in the test.

SERC Matrix Use

Step 1 – Design the scenario.

To use this matrix effectively the SERC Organiser first designs the scenario narrative then decides the victim type, location and condition (such as panicking or knows CPR) in accordance with **Rule 5.9** and **SERC Protocol – Item 3**. Once these decisions are made then the SERC-O makes a decision on the equipment available and the bystanders.

Note: The type of victim is based upon their swimming ability while their condition is determined by their actions such as co-operation, mental state, disability and knowledge.

Step 2 – Allocate points.

The matrix is constructed with one table for each Victim type – The victim condition is on the vertical column and the distance from safety on the horizontal row. To determine the points to be allocated:

1. Find the table that pertains to the victim type.
2. Read down the column to locate the description that most closely relates to the victim condition.
3. Read across the row to find the distance from safety for that victim.
4. The number shown are the points suggested for condition.

Overall points

There should be points also allocated for overall control and effectiveness. It is suggested that the maximum points allocated should be:

- 10 points for Individual event
- 20 points for a team event.

Individual events - it is acceptable for one judge to be allocated an overall judgement and a number of victims.

Team events - It is recommended that one judge is solely responsible for giving the overall effectiveness point and in this case the 20 points can be divided into specific criteria. However, if one judge is required to allocation overall points and also points for a victim treatment then, the overall effectiveness criteria should not require more than 2 sections of 10 points. Example – 10 points for communication and teamwork, 10 points for victim priority and technique.

Rough Handling of patient –The scoring for this is ALWAYS recorded at the bottom of the judges' sheet and is either a score of **zero (0) or minus ten (-10)** only. It is usually the overall judge's role to make decisions on rough handling of victims and abuse of actors or officials; however, it can be omitted from the overall judge's sheet and added to each judge's sheet.

SERC Matrix

Table 1 – Unconscious Victim

| ACTOR TYPE (plus condition and equipment) | On Deck | DISTANCE FROM EDGE (in metres) | | | | | |
|--|---------|--------------------------------|--------|--------|--------|---------|---------|
| | | 0 | 1 - 4m | 5 – 9m | 10-14m | 15 –20m | 20 –50m |
| Unconscious – on surface (No equipment) (i) Speed points (ii) Technique and care | 3 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 8 | 10 | 12 | 14 | 16 | 18 | 20 |
| Unconscious – on surface near support equip (i) Speed points (ii) Technique and care | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 8 | 8 | 10 | 12 | 14 | 16 | 18 |
| Unconscious – on surface (support equipment distant) (i) Speed points (ii) Technique and care | 3 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 8 | 9 | 11 | 13 | 15 | 17 | 19 |
| Unconscious – submerged manikin (i) Speed points (ii) Technique and care | NA | 6 | 7 | 8 | 9 | 10 | 12 |
| | NA | 12 | 14 | 16 | 18 | 20 | 22 |
| Unconscious – on/in floating aid. (i) Speed points (ii) Technique and care | NA | 4 | 5 | 6 | 7 | 8 | 9 |
| | NA | 6 | 8 | 10 | 12 | 14 | 16 |
| Unconscious – spinal injury (i) Speed points (ii) Technique and care | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 10 | 12 | 14 | 16 | 18 | 20 | 22 |

Table 2 – Non- Swimmer

| ACTOR TYPE (plus condition and equipment) | On Deck | DISTANCE FROM EDGE (in metres) | | | | | |
|--|--|--------------------------------|--------|--------|--------|---------|---------|
| | | 0 | 1 - 4m | 5 – 9m | 10-14m | 15 –20m | 20 –50m |
| NB – On deck victims will enter water unless stopped. Once in water No speed points – Points available for Technique and Care available are half. | | | | | | | |
| Non-swimmer – Starts on deck as Bystander. Can be stopped from entering water. | If Stopped – 12 points If enters water – 6 points | | | | | | |
| Non-swimmer – Facing rescuer (i) Speed points (ii) Technique and care | 6 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 8 | 10 | 12 | 14 | 16 | 18 | 20 |
| Non-swimmer – facing away from rescuer (i) Speed points (ii) Technique and care | 8 | 6 | 7 | 8 | 9 | 10 | 12 |
| | 10 | 12 | 14 | 16 | 18 | 20 | 22 |
| Non-swimmer – in water Close to gear (i) Speed points (ii) Technique and care | NA | 5 | 6 | 7 | 8 | 9 | 10 |
| | NA | 10 | 12 | 14 | 16 | 18 | 20 |
| Non-swimmer – On floating aid (Max for stopped entry) (i) Speed points (ii) Technique and care | NA | 6 | 7 | 8 | 9 | 10 | 11 |
| | NA | 8 | 10 | 12 | 14 | 16 | 18 |
| Non-swimmer – In water - becomes unconscious after 15-45 secs (i) Speed points (ii) Technique and care | NA | 6 | 7 | 8 | 9 | 10 | 12 |
| | NA | 12 | 14 | 16 | 18 | 20 | 22 |
| Non-swimmer – with injury (i) Speed points (ii) Technique and care | 8 | 6 | 7 | 8 | 9 | 10 | 12 |
| | 10 | 12 | 14 | 16 | 18 | 20 | 22 |
| Non-swimmer – grasping another swimmer (i) Speed points (ii) Technique and care | NA | 8 | 9 | 10 | 11 | 12 | 14 |
| | NA | 12 | 14 | 16 | 18 | 20 | 22 |
| Non-swimmer - intoxicated (i) Speed points (ii) Technique and care | 8 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 10 | 12 | 14 | 16 | 18 | 20 | 22 |

Table 3 – Weak Swimmer

| ACTOR TYPE (plus condition and equipment) | On Deck | DISTANCE FROM EDGE (in metres) | | | | | |
|---|--|--------------------------------|--------|--------|--------|---------|---------|
| | | 0 | 1 - 4m | 5 – 9m | 10-14m | 15 –20m | 20 –50m |
| Weak Swimmer – moving towards rescuer / edge. (i) Technique and care | | | | | | | |
| | NA | 10 | 11 | 12 | 13 | 14 | 15 |
| Weak Swimmer – entering from edge and/or moving away from rescuer. (i) Technique and care | | | | | | | |
| | 12 | 12 | 14 | 16 | 18 | 20 | 22 |
| Weak Swimmer – moving across pool. (i) Technique and care | | | | | | | |
| | NA | 11 | 13 | 15 | 17 | 19 | 20 |
| Weak Swimmer – entering from floating aid voluntarily. (i) Technique and care | | | | | | | |
| | NA | 12 | 14 | 16 | 18 | 20 | 22 |
| Weak Swimmer –hit by equip /disorientated. (i) Technique and care | | | | | | | |
| | NA | 14 | 16 | 18 | 20 | 22 | 24 |
| Weak Swimmer – delayed entry into water after start (10-30 secs) (i) Technique and care - if stopped (ii) Technique and care - If enters water | High score for stopped entry | | | | | | |
| | 14 | 12 | NA | NA | NA | NA | NA |
| | NA | 8 | 10 | 12 | 12 | 12 | 12 |
| Weak Swimmer – Intoxicated. (i) Technique and care - if on deck for longer than 10 secs before enters water. (i) Technique and care – if in water at start | NB -High score for stopped entry. Low score if enters water | | | | | | |
| | 12 | 8 | 8 | 6 | 4 | 4 | 2 |
| | 12 | 12 | 14 | 16 | 18 | 20 | 22 |
| Weak Swimmer – Grasped by non-swimmer. (i) Speed (i) Technique and care | NIL -Recorded in non-swimmer score | | | | | | |
| | | 12 | 14 | 16 | 18 | 20 | 22 |
| | | | | | | | |
| Weak Swimmer – Taken into water, panicking. (i) Technique and care | | | | | | | |
| | | 12 | 14 | 16 | 18 | 20 | 22 |

SERC Matrix

Table 4 – Injured Swimmer

| ACTOR TYPE (plus condition and equipment) | On Deck | DISTANCE FROM EDGE (in metres) | | | | | |
|---|---------|--------------------------------|--------|--------|--------|---------|---------|
| | | 0 | 1 - 4m | 5 – 9m | 10-14m | 15 –20m | 20 –50m |
| Injured Swimmer – arm /leg (on/near edge or equip) (i) Technique and care | | | | | | | |
| | 6 | 8 | 10 | 12 | 14 | 16 | 18 |
| Injured Swimmer – arm/leg (no supporting equip) (i) Technique and care | | | | | | | |
| | | 10 | 12 | 14 | 16 | 18 | 20 |
| Injured Swimmer – spinal and conscious (i) Technique and care | | | | | | | |
| | 10 | 16 | 18 | 20 | 22 | 24 | 26 |
| Injured Swimmer – severe leg / arm cramp (i) Technique and care | | | | | | | |
| | | 10 | 12 | 14 | 16 | 18 | 20 |
| Injured Swimmer – hit equip / panic and disoriented. (i) Technique and care | | | | | | | |
| | | 14 | 16 | 18 | 20 | 22 | 24 |
| Injured Swimmer – heart attack (i) Speed points (ii) Technique and care | | | | | | | |
| | 4 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 8 | 12 | 14 | 16 | 18 | 20 | 22 |
| Injured Swimmer – heat exhaustion /sunburn / breathing difficulties (e.g., asthma) (i) Technique and care | | | | | | | |
| | 6 | 8 | 10 | 12 | 14 | 16 | 18 |
| Injured Swimmer - Choking (i) Speed points (ii) Technique and care | | | | | | | |
| | 4 | 4 | 5 | 6 | 7 | 8 | 9 |
| | 8 | 10 | 12 | 14 | 16 | 18 | 20 |
| Injured Swimmer – Grasped by Non-swimmer. (i) Speed points (ii) Technique and care | | | | | | | |
| | | Recorded in Non-swimmer score | | | | | |
| | | 12 | 14 | 16 | 18 | 20 | 22 |

SERC Matrix

Table 5 – Bystander

| ACTOR TYPE (plus condition and equipment) | On Deck | DISTANCE FROM EDGE (in metres) | | | | | |
|---|--|--------------------------------|--------|--------|--------|---------|---------|
| | | 0 | 1 - 4m | 5 – 9m | 10-14m | 15 –20m | 20 –50m |
| Bystander – Adult /can assist CPR (on edge or on equip in water. (i) Technique and care OR (ii) Interference | | | | | | | |
| | 4 | 4 | 4 | 6 | 6 | 6 | 6 |
| | 8 | 8 | 8 | 10 | 10 | 10 | 10 |
| Bystander – Adult / panic (on edge or on equip in water). (i) Technique and care | | | | | | | |
| | 8 | 10 | 10 | 12 | 12 | 12 | 12 |
| Bystander – Adult / able to Lifesaver assist (on edge or equip in water). (i) Technique and care (cooperative) or (ii) Technique and care (Interference) | | | | | | | |
| | 4 | 4 | 4 | 6 | 6 | 6 | 6 |
| | 8 | 8 | 8 | 10 | 10 | 10 | 10 |
| Bystander - Adult untrained but cooperative (on edge or equip in water). (i) Technique and care (cooperative) (ii) Technique and care (Uncooperative) | | | | | | | |
| | 4 | 4 | 4 | 6 | 6 | 6 | 6 |
| | 8 | 8 | 8 | 10 | 10 | 10 | 10 |
| Bystander – Adult in water cooperative. (i) Technique and care (cooperative) (ii) Technique and care (Interference) | | | | | | | |
| | | 4 | 4 | 5 | 6 | 6 | 8 |
| | | 8 | 8 | 9 | 10 | 10 | 10 |
| Bystander – Child on edge or equip. (i) Technique and care (cooperative) (ii) Technique and care (Interference) | | | | | | | |
| | 4 | 4 | 4 | 6 | 6 | 6 | 6 |
| | 8 | 8 | 8 | 10 | 10 | 10 | 10 |
| Bystander – Child in water playing. (i) Technique and care (cooperative) (ii) Technique and care (Interference) | | | | | | | |
| | | 4 | 4 | 6 | 6 | 6 | 6 |
| | | 8 | 8 | 10 | 10 | 10 | 10 |
| Bystander – Distraction/ inhibitor (Child/adult) e.g., no English. (i) Technique and care | | | | | | | |
| | 8 | 10 | 10 | 11 | 12 | 12 | 12 |
| Bystander – enters water and becomes weak swimmer / injured / non-swimmer. (i) Speed points (ii) Technique and care | | | | | | | |
| | If stopped from entering water - 10 plus speed points | | | | | | |
| | If enters water then use corresponding victim score – Weak swimmer | | | | | | |
| | | | | | | | |

Speed Points – These are Priority Timing Points

The points allocated for speed to a victim are objective, not subjective, i.e., they are allocated according to the actual time that it takes for a competitor to complete an action. The higher the victim priority the shorter the time range (speed) given to score points. It is highly recommended that judges are required to note the actual time on their score sheet as well as allocating the speed points so recorders / SERC-O can check points if required.

Examples of timing scores

The Tables above give the suggested speed scores for each priority victim type. However, the faster a competitor gets to a priority victim the higher the points. Noting that not all victims have speed points.

The grid below - To allow for a range of points based on speed this grid gives examples of how the points allocation is shown on the Judges allowing for the different victim type and the manner.

Table 6 – Example of Speed Points

Key = less than 25 seconds shown as < 25 secs
 more than 60 seconds shown as > 60 secs

| | Non-Swimmer Speed in reaching casualty. | | Weak Swimmer Speed in reaching casualty. | | Unconscious On surface -Speed in reaching casualty and face up: Submerged – head breaking surface. | |
|------|--|--------|---|--------|--|--------|
| | Time (secs) | points | time (secs) | points | time (secs) | points |
| Ex 1 | Unconscious after 45 secs | | | | | |
| | < 25 sec | 6 pts | < 30 secs | 8 pts | < 30 secs | 6 pts |
| | 26 - 35 sec | 4 pts | 31 - 60 secs | 6 pts | 31 - 60 secs | 4 pts |
| | 36 - 45 sec | 2 pts | >90 secs | 2 pts | 61 - 90 secs | 2 pts |
| Ex 2 | <30 sec | 8 pts | 20-30 sec | 7 pts | < 30 secs | 8 pts |
| | 31 - 45 sec | 6 pts | 30-60 sec | 4 pts | 31 - 60 secs | 5 pts |
| | 46 - 60 sec | 4 pts | >60 sec | 2 pts | 61 – 90 secs | 3 pts |
| | > 60 sec | 1 pts | | | 90 > secs | 1 pt |
| Ex 3 | < 20 sec | 8 pts | | | < 30 secs | 6 pts |
| | 21 - 40 sec | 5 pts | | | 31 - 60 secs | 2 pts |
| | 40 – 60 sec | 3 pts | | | 61 - 90 secs | 1 pts |
| Ex 4 | < 30 sec | 10 pts | | | <40 secs | 9 pts |
| | 31 - 60 sec | 7 pts | | | 41 – 60 secs | 6 pts |
| | > 60 sec | 4 pts | | | 61 - 90 secs | 4 pts |
| | | | | | >90 secs | 2 pts |
| Ex 5 | | | | | <60 secs | 7 pts |
| | | | | | 61-90 secs | 4 pts |
| | | | | | >90 secs | 2 pts |

EXAMPLES
of
DOCUMENT TEXT

DOCUMENT WORDING - SAMPLES

The following are suggested text examples for use when preparing Briefing and Judges Sheets

INDEX

- A Competitor Briefing Statement**
- B Full Scenario Description**
- C Victim Descriptions**
- D Judges Victim Assessment Guidance**
- E Speed Guidance**
- F Overall Assessment Guidance**
- G Spectator Guidance Information**

A - Competitor Briefing Statement

Once competitors are in SERC security and after lock-up they can be given a brief orientation statement before they move to the starting point. This short briefing statement is a scenario overview and may include any special conditions. The scenario statement should be summarised version of that found on the judges and spectator guides. 2 examples are provided below.

Example 1

As you and your friends enter a public swimming pool you hear 2 explosions: Due to debris from the explosions only one small part of the pool deck can be accessed.

The test start will be the normal SERC start signal. You will not actually hear the sound of an explosion. NOTE any burnt material is demonstrated by blackening.

Example 2

You are hiking along an isolated section of coastline with your friends when you see an emergency situation in a rock pool.

*There is only one designated access point for the scenario. If you secure or land a victim, it **must** be done **within this area**. If you use any other pool deck area you **will not** score any marks.*

B – Full Scenario Description

A full scenario description is the starting point for all SERC design. This description is then used in various documents, but mainly for the Spectator Guide and Judges Guide as well as the summary for the Competitor's starting statement. The full scenario description should not be much longer than the summary but is usually accompanied by scenario diagram and the individual victim descriptions.

Below is the expanded example from Example 1 above.

A group of friends are hiking along an isolated section of coastline when they see an emergency situation in a rock pool. The rock pool has no shallow access and only a small rock platform that provides safe entry to the water. There is mobile phone coverage, but the closest public phone is 2 kms away.

*There is only one designated access point for the scenario. If the team secure or land a victim, it **must** be done **within this area**. If they use any other part of the pool deck area, they **will not** score any marks.*

C – Victim Descriptions

Victim statements should be clear and concise. They should only contain a brief explanation of their role in the scenario and any relevant directions that are needed to undertake the role effectively. These directions may include positioning, required actions or speech. Usually no more than 2-3 lines should be used for each description.

The examples provided below also demonstrate how they should appear in documentation using **bold** and underline to draw the readers eye to the victim type and essential information.

Non swimmer (facing away) previously fallen off tyre. Panicking. Will grab anyone who comes near. Will go unconscious after **45 secs** unless secured.

Non-swimmer in clothes who was sitting on the chairs but due to the explosion ended up in the water, will become unconscious after 30 second. (wife / companion of 8)

Non- Swimmer (Child), member of swim class drifted away with friend (4) has lost kickboard. Gasping for breath and wants mother when secured.

Unconscious - Resusci junior manikin on bottom of pool. Fell out of boat.

Unconscious – Resusci junior manikin. Strapped into wheelchair that rolls into water on starting signal.

Unconscious – Resusci baby manikin. Submerged, was held by 8 and thrown into water by force of explosion.

Weak swimmer (wearing clothes) who jumps in to save everyone. If asked, knows CPR. Despite being rescued, he won't exit pool until he is told he is needed to do CPR on shore.

Weak swimmer who left the boat. Lots of splashing but going nowhere. Will grab aid but only says 'No English' if asked question. When on aid or landed, will point to rescue area / boats where he wants to go.

Weak swimmer who is attempting to reach shore but without moving very far. Will take aid and will answer questions in one-word answers (broken English). (Friend of 4)

Weak swimmer, startled by explosions, no injuries, just panicked about the situation, very slow and needs reassurance.

Bystander (weak Swimmer) - Mother sitting in boat (facing away) wearing sarong overhead, crying, moaning and rocking arms as missing her baby (#11). After **90 secs**, enters water unless baby #11 has been found. Will attempt to head towards her baby but is a **weak swimmer**.

Annoying bystander - When he sees the team, he tells them to 'stop the boats'. Will only obey and change opinion when sees #11 or #15 brought to surface and then tells rescuers to save them.

Bystander Newspaper Reporter busy taking photos on mobile phone. Says he needs photos for his newspaper. Will not stop unless told of emergency and that his phone is needed and must be told he can take more photos once emergency services are called.

Adult Bystander - Friend of (1) is worried about their condition can be sent for ambulance but only with firm directions.

Annoying bystander - Child jumping in and out of pool, harassing (4), will only stop when told of emergency. No skills

Injured - Person who falls out of boat and **hits head** on oar at start of test. Is bewildered and holds head with one hand. He can keep himself afloat but is not able to move or take aid.

Injured person with **cramp** in leg, moaning in pain and obviously holding leg. Unable to kick. Will treat himself (even in water) if shown what to do as he doesn't speak English. Only get out of water with assistance (No more than half marks if cramp not treated).

Injured – Asthma attack, lap swimmer, needs puffer (in backpack on pool edge in rescue zone).

Injured - Pool Lifeguard who is knocked unconscious by the explosion. After 20 seconds regains consciousness, is dazed and confused, very slow to help, only able to assist with continuous instruction. Refuses to leave pool deck.

D – Judges Victim Assessment Guidance

For each victim there should be 3-4 guidance statements included in each points allocation section. Additionally, where speed points are added a direction statement should be included. The following are a selection of the usual recommended guidance statements as well the test designer may include treatment information where required:

Examples

Technique - Effective assessment.
Recognition of condition - appropriate treatment and care.
Effective rescue and landing. (Low marks for contact rescue)
High marks for speed of rescue.
Low marks for contact tow.
Control and ensured safety.
Make secure/ land (Low marks for inappropriate technique)
Safe effective rescue (Low marks for contact rescue)
Land and secure safely.

After care - Use of bystanders to assist.
Monitored safety / provided aftercare.
Sent for assistance and provided appropriate details.
Appropriate treatment and after care.
Provided reassurance and made comfortable.

Communication - Showed control / clear, firm instructions.
Effective directions and questioning.
Clear, concise instruction.
Communicated patient condition.

Bystanders - Recognition not in difficulty.
Sent for ambulance with clear instructions.
Used to assist.
Clear instruction and guidance.
Effective questioning.
Recognition of skills.

Unconscious and CPR statements -
Safe effective rescue (high marks for use of aid)
Head kept above surface.
Land and secured with use of bystander.
Appropriate landing.
Technique and care – less marks for rough handling.
Effective assessment.

Effective CPR.

E - Speed Guidance

Provide clear and definite indication when timing stops followed by a range of times and the point to be given.

Usual statement is followed by when timing stops -

| | | | |
|----------------------------|----|---|---|
| Speed in reaching casualty | – | , | |
| | | | <ul style="list-style-type: none">▪ time until head breaks surface, t▪ time to first breath▪ time until secured/made safe |
| <30 secs | 10 | | mean any time up to 30 seconds gets 10 points |
| 30 –60 secs | 8 | | mean any time between 30 to 60 seconds gets 8 points |
| 60 – 90 secs | 6 | | mean any time between 60 to 90 seconds gets 6 points |
| >90 secs | 0 | | mean any time greater than 90 seconds gets zero points |

F – Overall Assessment Guidance

The guidance provided to judges allocated to an Overall assessment is usually of a general nature as any specific directions to judges is usually attached to a specific victim.

For an individual test there is usually a judge’s sheet that includes points allocation for both the overall assessment and 1 or 2 victims all included in the same judge’s sheet. An example of a briefer version suitable for an individual test can be found in Sample Judges sheet. **No XX**

For a team test it is strongly recommended that a single judge has only the responsibility for the overall points allocation and no victims so that they can follow the interaction between team members and are not distracted to focus on the rescue of specific victims.

The overall judge’s sheet would usually have:

- An introduction that explains the expectation when allocating points.
- In the points allocation section, there should be a number of guidance statements to assist the judge in the allocation of points.

Below is an example of the introduction and a selection of statements that could be used for an overall judge’s sheet in a team test.

OVERALL EXAMPLE

a) Introduction

You have the overview of the SERC and will assess overall efficiency of the team. In particular you mark the Team Leader's control of the team – assessment of priorities and direction of team members to deal with the victims. You will also mark communication between the Leader and the team and between team members. You would expect this communication to include information about the condition of the victims and what help is needed as well as encouragement.

Your marks must take into account:

any loss of control by the leader becoming committed or involved to such an extent that overall control is lost. Do not mark any rescues the leader performs as they will be marked by another judge allocated to that victim.

Whether or not assistance was sought. **Note:** Any person sent for help will ask where to go as the scenario area is isolated.

Examples of Recommended guidance statements:

Assessment and control

Assessment of the emergency - did the team leader coordinate the team and direct them to the correct priorities of rescue?

Was there ongoing assessment /re-assessment?

Control and safety over the scenario - Did the team leader retain control throughout the scenario?

Control of scene / Effective use of bystanders

Communication

Effective questioning / instruction / directions.

Listened to responses and acted accordingly.

Effective communication between team members.

Emergency services called with appropriate information provided.

Rescue Principles and Actions

Effective search of scenario area.

Identification and location of victims.

Securing of all victims –priority given to Non swimmers.

Recognition of priority in rescue.

Effective use of bystanders/victims. Those with skills i.e., CPR identified.

Appropriate care and after care actions.

Use of appropriate aids to rescue patients.

Equipment used effectively including mobile phone, puffer.

G – Spectator Guidance Information

The spectator guide usually provides information for the spectator to understand the competition followed by the scenario description, the diagram, an equipment list and a list of numbered victim descriptions.

Below is the usual information provided on the Spectator Guide.

EXAMPLE

The object of the test is to assess the initiative of the competitors in applying their Life Saving skills in an emergency situation. The nature of the emergency is not previously revealed to competitors, and they are asked to respond accordingly.

In responding to the emergency, the competitors are required to be concerned with: -

- Self-preservation of the rescuer.
- Use of the correct 'principles of rescue' (reach/row/throw/wade/go).
- Correct priority in dealing with subjects.
- Use of aids (non-contact or contact rescue).
- Gaining information (number of casualties and their condition).
- Taking control and showing leadership