



Guidelines for Conducting a Sanctioned National Postal Swim

Masters Swimming Australia

Level 2, 50-56 York Street

South Melbourne

Victoria, 3205

admin@mastersswimming.org.au

www.mastersswimming.org.au

Updated November 2021

Purpose:

These guidelines outline the:

- Application process to apply for a Masters Swimming Australia (MSA) sanctioned National Postal Swim (**NPS**)
- The guidelines to conduct a **NPS**

These guidelines are subject to the Rules and Policies of Masters Swimming Australia.

Definitions:

This refers to the definitions of the terminology used in these guidelines.

Certified Result: The result of a **NPS** which has been certified, in accordance with the requirements set out in the results form at Appendix 2.

Eligible National Postal Swim Entrant: An individual who is a financial member of MSA or, in the case where international entrants are eligible to compete, is a financial member of a club that is part of a FINA National Federation's Masters Swimming Organisation.

Host Club (HC): A swimming club, affiliated with a Branch of Masters Swimming Australia.

Masters Swimming Australia (MSA) Provisions: MSA Rules and Policies including but not limited to the MSA Constitution, Rules and By-Laws.

National Postal Swim (NPS): Where a sanctioned postal swim is advertised outside the Branch of the Host Club.

Nationals Results: the results of competitions are collated by the Host club and submitted to MSA.

Postal Swims - any swim in which clubs or members from different clubs, compete in an event organised by a Host Club but in which they are not required to swim together at the same venue or time.

Published: Unless otherwise specified in these guidelines, published documents are those documents published on the MSA website as the Rules and Policies that govern the operations of MSA.

Results form: the results form, set out in appendix 2, is the collation of the results by name and event.

Short course: Pool length of 25m.

Long Course: Pool length of 50m.

Sanction / Sanctioned: A NPS that has received an official sanction by MSA National Office.

Swimming Rules: The rules as set out in the MSA Swimming Rules and Swimwear Rules.

Before an application is Lodged

The HC applying for a Sanction to conduct a NPS must ensure that it has the financial and personnel resources, to administer the swim and finalise the publication of the swim results by the specified dates. A certification, set out in the Application form see Appendix 1, will be required to be provided by the HC.

Application for Sanction

The application requirements for a sanctioned NPS are:

- The application form must be lodged using Appendix 1 to the MSA National Office.
- The application closing date is 30 October in the year prior to the proposed meet.
- A flyer and/or program for the NPS meet (promotional material) must be submitted with the application form.
- For an application form to be complete:
 - all fields set out on the application form must be completed.
 - the sanction fee must have been received by the MSA National Office by the closing date.
 - All promotional materials, including the flyer and/or program and entry form are submitted with the application form.
- An application becomes valid when:
 - the sanction fee has been received by MSA National Office; and
 - all the information specified on the application form and any additional information requested by the GM has been submitted.

A sanctioned NPS will be allocated a Sanction number by the MSA National Office.

Promotional material

The design of all forms of promotional material, shall include:

1. The timeframe of the swim event.
2. The events on the program.
3. The length of the pool for the NPS swim event.
4. Date range for participation in and completion of the events.
5. Closing dates for the submission of entries.
6. Entry fee.
7. Include the sanction number on promotional material, programs and result books with a statement 'Sanctioned by Masters Swimming Australia. Sanction No ____'.
8. The MSA logo to appear on the promotional material.

The Process to Sanction a National Postal Swim

The Chair of the National Swim Meet Committee or delegate will approve a NPS, and the National Office will administer the NPS sanction number. Criteria viewed upon for approval:

- all required information has been submitted by the due date.
- consider the NPS schedule and International and/or other National swim events to prevent the overlapping of swims.
- a club may sanction One (1) NPS per year.
- review of the application form (program format, promotional material etc.) in accordance with the policies and rules.

Promotion of a Sanctioned National Postal Swim meet

The National Office will notify the HC with the outcome of the application and will:

- provide feedback on the NPS application

If successful, the National Office will provide:

- a MSA sanction number to the HC to be inserted in the flyer/program.
- communicate the upcoming NPS to Branches and provide promotional materials in digital format
- advertise the NPS on the MSA website, the events calendar and on social media platforms to all Branches and members
- Should a HC decide not to proceed with the NPS at any time, the National Office must be notified immediately. No refund of the sanction fee will be made, unless cancelled for reasons outside of the control of the HC.

Conduct of the National Postal Swim

The conduct of the NPS is outlined in the Safety and Technical, Entry and Competition requirements below.

Safety and Technical Requirements

- A NPS is required to comply with safety requirements and adequate first aid/medical facilities as set out in the National Safety Policy which must be accessible to all entrants.
- All swims required to adhere to MSA Swimming and Swimwear Rules.

Entry Requirements

- Entries for the NPS shall be accepted using the MSA Application Form or similar form provided by the HC
- Each competitor must be a financial member of Masters Swimming Australia or of another country's official Masters Swimming National Body (if eligible to enter).
- Results will not be accepted for processing by the HC unless entry fees have been paid in full by the due date.
- The HC reserves the right to accept or reject any entry received.

Competition requirements

1. Supervision – A swim must be supervised and be judged as outlined in the MSA Swimming Rules.
2. The swim is to be completed and final times submitted to the HC no later than the date specified by the HC.
3. Times must be submitted on the official nomination form provided by the HC.
This form should allow for the signatures of the supervisor of the swim, timekeepers, times recorded, or distance swum, length of pool, date of the swim, name and Masters Membership number, gender and event stroke and distance.
4. Submission of results for an eligible swim will include the competitor's membership particulars – first and last names and MSA ID number.
5. Results, participants details, must be set out on the results form (as at Appendix 2 or provided by the HC) and be certified by the swim supervisor.
6. In the event of an injury/accident/incident occurring at a swim, procedures set out in the National Safety Policy must be followed.
7. Notification of a potential insurance claim must be lodged by the HC in accordance with claim procedures set out in MSA Insurance Policy and Procedures.

Results

It is the responsibility of the HC to:

- process the results of all entries for the NPS.
- compile and upload NPS results to the Branch and/or MSA Website as a pdf document
- within six weeks of the completion of the NPS provide the participating clubs with any awards and or, certificates and advise clubs that the results (if applicable) are available on the website

NPS Reporting Requirements

It is the responsibility of the HC to:

1. Compile and submit a news story and provide a minimum of one (1) picture for the National Newsletter within two (2) weeks of the publication of the NPS results.
2. Provide a written report on the conduct of the swim to the National Office within 12 weeks of the conclusion of the NPS. The report should include:
 - a. A general overview of the NPS,
 - b. Details of any issues faced by the HC in the conduct of the NPS,

Application sanction fee

The application sanction fee is set annually by the MSA Board of Management which covers the administration of processing the NPS application form. The fee for 2022 is \$55.

Payment of the sanction fee is to be made to Masters Swimming Australia – for bank account details please contact the MSA National Office. admin@mastersswimming.org.au

Masters Swimming Australia - Policies and Guidelines

The MSA Constitution, Rules, policies, and guidelines are available at: <https://mastersswimming.org.au/>

The below table includes links to policies and guidelines referred in the above;
current on 6 August 2021:

Safety Policy	https://mastersswimming.org.au/wp-content/uploads/2018/10/msa_safety_policies_and_procedures_nov_2018.pdf
Competition Rules	https://mastersswimming.org.au/wp-content/uploads/2018/10/Masters-Swimming-Australia-Swimming-Rules-updated-November-2019.pdf
Communication Guidelines	https://mastersswimming.org.au/wp-content/uploads/2018/10/MSA-Communications-Guidelines-Nov-2020-Final-1.pdf

APPENDIX 1. APPLICATION TO CONDUCT A NATIONAL POSTAL SWIM

To be completed by the Host Club

Club Name	
Club President/Secretary/Treasurer Name	
Dates of swim	From: _____ to: _____
Competition pool length	25m / 50m
Email (if available)	
Phone (including area code)	
Club Postal Swim Coordinator Name	
Name of Swim	
Additional Information	

This application is lodged on behalf of the above-named club for a National Postal Swim as detailed above and the attached program which is included with the proposed promotional material for the swim.

On behalf of the Club, I (print name).....

Position in Club: President/Secretary/ Treasurer

- Apply for the Sanction of the proposed National Postal Swim and has paid a sanction fee (\$55)
- Certify that the Club agrees to abide by all rules and regulations relating to the conduct of the event and to do its best to ensure that, the NPS is conducted to the appropriate MSA rules.
- Certify that the Club has the financial and personnel resources, to administer the swim, finalise the publication of results of the swim by the specified dates, and meet any other undertakings provided to participants that enter the swim.

Signed on behalf of the club.....

Dated this day:/...../.....

MSA National Office to complete

Date Application Received (with flyer/program)	
Date Sanction Fee Paid	
All Promotional material attached	Yes/No
Date all information provided to MSA	

National Swim Meets Committee (Chair) to Complete

NSMC Chair Name	
Date Approved	

APPENDIX 2. NATIONAL POSTAL SWIM

MSA Sanction Number

Conducted by:

ENTRY FORM

Competitor's name:

Membership Number: Age Group:

Gender: Male / Female Club Code:

Club Name:

E-mail address

Postal address:

(apartment & street number and name)

Suburb City:

State Postcode:

Country (if not Australia)

Please sign this Participant Agreement before attempting any of the swims.

I understand that I should not participate in this event unless I have an appropriate level of fitness and training. I verify that I am aware of the risks involved, and that I am sufficiently fit to take part in this event. I will not hold (insert Host Club name here) responsible for any injury or illness sustained resulting from taking part in this national postal swim. I also accept full responsibility for any costs incurred.

Competitor's signature.....Date...../...../.....

Results of events competed in

Date	Distance	Stroke	Time (minutes, seconds, 1/100ths)		

Timekeeper name: Signature:

Supervisor name: Signature: