



Guidelines for Conducting a Sanctioned National Postal Swim

Published by Masters Swimming
Australia Level 2, Sports House
375 Albert Road, Albert Park, VIC
3206.
Tel. 03 9682 5666
admin@mastersswimming.org.au
www.mastersswimming.org.au

Guidelines for Conducting a Sanctioned National Postal Swim

It is not the intention that this document apply more stringent rules but rather that it provides uniformity for conducting a Postal Swim sanctioned by Masters Swimming Australia. It is not the intention that this document replaces the National Rules but rather complements them and specific references have been made to the Rules where it is considered appropriate to emphasise that particular rule.

Should this document be seen to be in conflict with the Constitution, Rules, By-Laws and policies of Masters Swimming Australia the Masters Swimming Australia ruling shall apply.

This document should be read in conjunction with the current version of:

- Handbook of the Masters Swimming Australia Constitution, By-Laws and Rules
- Masters Swimming Australia National Safety Policy

Words importing the singular number only shall include the plural number and vice versa; words importing the masculine gender shall include the feminine gender; and words importing persons shall include clubs.

Postal Swims

- A Postal Swim is defined as 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. Swim results are posted to the Host club to collate.
- A Postal Swim is defined as a National Postal Swim and requires sanction by the General Manager if the swim is advertised outside the Branch of the Host Club (i.e. throughout Australia and/or overseas).
- A postal swim must be swum in a pool of the length specified by the Host Club (50m, 25m, or either)
- A postal swim must be supervised. The supervisor should sign the entry form to acknowledge the swim was performed correctly.
- Flyers for sanctioned Postal-only Swims must state the timeframe for conduct of the swim, and be circulated to all clubs in Australia.
- The swim is to be completed and final times submitted to the host club no later than the date specified by the host club.
- A postal swim must be swum only once in the interest of fair competition. Times must be submitted on the official nomination form provided by the Club. 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 Swimming Australia registration number.

PS1 Application for Sanction

- PS1.1 The General Manager must sanction any Masters Swimming Australia National Postal Swim conducted on behalf of Masters Swimming Australia.
- PS1.2 Application for sanction must be submitted to the National office on a form that includes the information set out in Appendix 1 of this document. A flyer for the event must also be included. The sanction fee of \$55 must accompany the application. Should the application be unsuccessful or the Postal Swim be cancelled, \$40 will be refunded to the applicant, \$15 being retained to cover administration costs.
- PS1.3 Applications for sanction close on 30 October annually for the following year.
- PS1.4 In general, the General Manager will sanction no more than one National Postal Swim per Masters Swimming Australia club each year, and the General Manager may ask for rescheduling of some requests for Postal Swims to ensure that events are timed to not overlap. Sanctioning of Postal Swims will take into consideration any National or international swim meets or open water swims.
- PS1.5 All printed information used to promote Postal Swims including information sheets, newsletters, entry forms, printed programs and result booklets must bear the statement 'Sanctioned by Masters Swimming Australia. Sanction No X.'

PS2 Safety and Technical Requirements

- PS2.1 Postal Swims will comply with adequate safety facilities and adequate first aid/medical facilities as set out in the National Safety Policy. This policy can be found at www.mastersswimming.org.au. Clubs also have a copy of this document.

PS3 Entry Requirements

- PS3.1 Entries for the Postal Swim shall be accepted only on the official Masters Swimming Australia nomination form provided by the Host Club.
- PS3.2 Each competitor must be a financial Masters Swimming Australia member or financial member of another country's official Masters Swimming National Body
- PS3.3 Should a Club decide not to proceed with the swim at any time the National Office must be notified immediately this decision is made; however, no refund of the sanction fee will be made once the calendar of Postal Swims has been compiled.
- PS3.4 The Host Club has the right to accept or reject any entry received.

PS4 Post Meet Requirements

- PS4.1 Final results are to be published and in the hands of the competing clubs, together with Certificates of Participation and any award, within six weeks of completion of the Postal Swim.

PS5 Risk Management and Medical Certificates

- PS5.1 It is required that flyers for long distance or endurance Postal Swims stress the importance of adequate fitness levels before undertaking such a swim.
- PS5.2 In the event of an injury/accident/incident occurring at a swim, procedures as per the National Safety Policy must be followed.
- PS5.3 Notification of a potential insurance claim must be lodged in accordance with claim procedures included in the current Insurance Manual.

Postal Swim Application Form

Sanction number to be allocated by Masters Swimming Australia National Office on acceptance of Postal Swim by the General Manager and upon receipt of the sanction fee.

Postal Swim Date From: _____ To: _____

Club Name	
Club Postal Swim Director	
Address	
Phone	
Fax (if appropriate)	
Email (if appropriate)	
Name of Swim	
Timeframe of Swim	
Distance & Format of Swim	
Approved by	General Manager
Date Approved	
Sanction Number	
Date Club Advised	

On behalf of the _____ Club, I apply for sanction for the Postal Swim being conducted as per the above details. The Club agrees to abide by all rules and regulations relating to the conduct of the event and to do our best to ensure that, in fairness to all swimmers, the Postal Swim is conducted to the appropriate Masters Swimming Australia rules and points contained in this Policy.

Name: _____ Signed: _____
(Postal Swim Director)

Date: _____