



ASSOCIATED AND CATHOLIC COLLEGES OF WA

INCLUSIVE SWIMMING CARNIVAL

OPERATIONS MANUAL

CONTENTS

1.0	GENERAL INFORMATION	3
2.0	NOMINATION OF STUDENTS	3
3.0	FORMAT OF THE DAY	3
3.1	'Stroll-o-Polo' (Walking Water Polo)	4
3.1.1	Rules	4
4.0	GENERAL COMPETITION RULES	5
4.1	Event / race rules	5
5.0	COMPETITOR MARSHALLING	5
6.0	VENUE FACILITIES	6
6.1	Bus parking	6
6.2	Venue access	6
6.3	Café	6
6.4	Shelter facilities	6
6.5	Toilets	6
6.6	Dive pool, 25m pool and sensory water area	6
6.7	Hoist	7
6.8	Step access into pools	7
7.0	STAFF SUPERVISION	7
8.0	FIRST AID AND LIFEGUARDS	7
9.0	SPECTATORS	7
10.0	WEATHER CONDITIONS	7
11.0	OFFICIALS	7
12.0	HOST AND DEPUTY SCHOOL DUTIES	8
13.0	PRESENTATIONS	8

14.0	MULTI CLASS AND INCLUSIVE PROGRAM WITHIN ACC DIVISIONAL CARNIVALS	8
14.1	Multi Class classification	8
14.2	Divisional carnival nomination for classified and or inclusive athletes	8
14.3	Athletes competing at ACC Divisional and inclusive swimming carnival.....	9
15.0	VENUE MAP	10
16.0	PROGRAM OF EVENTS.....	11
17.0	APPENDIX	15
17.1	Official and student assistant roles	15
17.2	ISP swimming carnival flow chart	16
17.3	Officials and student assistant requirements	17
17.4	Officials and student assistant role descriptions.....	17
17.5.1	Carnival Officials Supervisor (ACC)	17
17.5.2	Carnival Manager HOST SCHOOL.....	17
17.5.3	Announcer HOST SCHOOL	17
17.5.4	Chief Marshall (25m & 50m) DEPUTY HOST.....	18
17.5.5	Check Starter HOST SCHOOL.....	18
17.5.6	Chief Starter DEPUTY HOST	18
17.5.7	Chief Timekeeper & Assistant DEPUTY HOST.....	19
17.5.8	Referee HOST SCHOOL.....	19
17.5.9	Results Administration	19
17.5.10	Novelty Coordinator	19
17.5.11	Novelty Assistants	20
17.5.12	Water Safety swimmers	20
17.6	MARSHALLING / RESULTS SHEET.....	20
17.7	PRESENTATION GUIDE	22
17.8	AGE GROUP CLASSIFICATION	22
17.9	PARENT AND SPECTATOR CODE OF CONDUCT	22
17.10	OFFICIALS CODE OF CONDUCT	23
18.0	SAFETY & EVACULATION PROCEDURES.....	24

1.0 GENERAL INFORMATION

DATE	Wednesday, 1 st April 2026
VENUE	Claremont Aquatic Centre 12 Davies Road CLAREMONT
TIME	SCHOOLS ARRIVE : 9:30am EVENT TIME : 10am – 1:30pm
COST	Costs for the day will be shared amongst participating schools, which include (but are not limited to) student entry fee, venue hire, Lifeguards, First Aid, medallions and ribbons

2.0 NOMINATION OF STUDENTS

- Any student with a disability (Years 7 to 12) who has not, and is unlikely, to represent their school at the ACC Swimming Carnival will be eligible, whether enrolled in an Education Support unit or not.
- Schools are encouraged to nominate students whose disabilities prevent them from inclusion in events in school based or house carnivals.
- A webform is to be completed, and an athletes nomination form is to be uploaded at this point. The nomination form will be provided by the ACC at the time of nominations opening.
- **With event results published on the ACC website, (and potentially other platforms), schools MUST COMPLETE the additional tab within the athletes nomination form, titled NOT FOR PUBLICATION**
- Students with a sport disability classification participating in the ACC Divisional Swimming Carnival may participate in **non-medallion (novelty) events only**
- Events are separated into two Junior and Senior age groups :
 - The exception is the 25m any stroke medal event. This is offered to U14, U15 and U19
 - The junior age group comprises all students in the U/13, U/14, and U/15 age classification.
 - The senior age group comprises all students in the U/16, U/17 and U/19 age classification.
- Events are not categorized by disability.
- Further information regarding the cut off dates for age group classification is detailed in **Appendix 17.8**
- There are separate gender events for all events and gender restrictions apply.
- Schools may only nominate one student per medal event.
- Students can participate in a maximum of three individual medal events and one relay medal event, with no maximum amount of participation in novelty events.
- Students competing in the 100m & 50m individual medal events **cannot** also compete in the 25m individual any stroke event.
- If there are not enough students in a particular age group to warrant running an event, students may move up and compete in a higher age group: however, students will not be permitted to compete in a lower age group classification.
- Schools must be satisfied that each competitor is capable of swimming the designated distance. Schools are responsible for the safety and well-being of their students.
- A maximum of one (1) team may be nominated in each age category for relay events.
- Schools with insufficient numbers for the relay events may still nominate students and every effort will be made by the ACC, to make a team with an extra student(s) from another school.

NOMINATIONS DUE Friday, 4th March 2026

Nominations will open on the **Wednesday, 18th February 2026** and can be submitted via [ISP Swimming carnival nomination form | Associated & Catholic Colleges of WA](#)

** Late nominations will not be accepted

3.0 FORMAT OF THE DAY

TIME	DETAILS
8:30am	HOST school to be on site to assist with set up
8:45am	DEPUTY HOST school to be on site
9am	Officials / volunteers briefing
9:30am	Schools arrive
9:45am	Carnival welcome
10am	Marshalling commences for 50m events ONLY
10:10am	50m events (MEDALLION EVENTS)
	25m pool 'Stroll-o-Polo'
11:10am	25m novelty relay events (x6 per team)
12:14pm	25m individual events (MEDALLION EVENTS)
12:48pm	25m novelty relay events (x4 per team)
1:03pm	Final event of the day
1:15pm	Presentations
2pm	Pool closed to all ISP swimming carnival participants

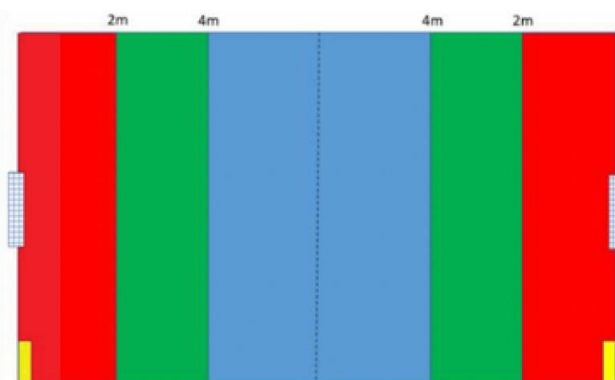
** Note : event timings are subject to change, and participating schools will be advised on circulation of the event day program

3.1 'Stroll-o-Polo' (Walking Water Polo)

- Water Polo WA will be supporting the carnival with Stroll-o-Polo offered in the 25m pool during the 50m competitor events.
- Stroll-o-Polo is a version of water polo, allowing participants to be taught the skills of water polo in a shallow water pool
- Water Polo WA will provide staff, coaches and equipment for all games
- Schools are to nominate the number of teams participating via the school nomination form
- Schools MUST ENSURE they have the required number of staff to supervise their team(s)
- Student assistants will be allocated to the games, but are for SUPPORT ONLY
- Fixtures will be completed once nominations close, and this information will be included within the event day program

3.1.1 Rules

- There is no set length to the field and will depend on the venue
- The 25m pool will be split in half, with concurrent games running (depth is 0.95 – 1.0m)
- Teams consist of a maximum of 15 players
- There are 5 players a side in the pool at any one time, with no set goalkeeper
- Players can substitute in and out of the game at any time
- Games will run for 10 minutes, with a 5 minute break between rounds
- Teams are situated at opposite ends of the pool, shooting for the goal at the other end
- When an opponent has the ball, player must defend 1m away and player must defend the ball (ie not an opponent's face)
- No knocking the ball of out opponent's hand
- No swimming
- To shoot, you need to be within the 'green zone' (between 2m – 4m away from goal)
- Only one defender is allowed inside the defensive 2m ('red zone')
- No diving on or at the ball, players must remain vertical
- Players can use two hands to both catch and throw the ball
- Players can take a maximum of 3 steps while holding/carrying the ball



STROLL-O-POLO PLAYING FIELD

'Red zone' : only x1 defensive player allowed

'Green zone' : players can only shoot within this zone

4.0 GENERAL COMPETITION RULES

The Inclusive Swimming Carnival WILL NOT run in accordance with FINA rules and regulations. All carnival events will have placings based on "TOUCH ON WALL" as advised by Swimming WA. This means that all places are determined by touching the end of the pool (one or two hand touch is permissible), on completion of swim.

Times for medal events **will only be recorded for** the student deemed to have placed first in that specific race. The first place student will be recognized with the corresponding event medal and a first place ribbon. Subsequent placings will be recognized on the day with a ribbon relating to the students finishing position.

Novelty events are participation based and provided as a "have-a-go" fun activities, positions in novelty events are not recorded and participation ribbons ONLY are rewarded for these event

4.1 Event / race rules

1. Competitors begin all races under the direction of the CHIEF STARTER.
2. All competitors will be asked to enter the pool prior to race start, by either using the step access, or sliding into the water. **NO DIVING** in either pool is permitted for any event.
3. Competitors will be advised of their placing by the REFEREE who determines the final placings of all swimmers.
4. CHIEF TIMEKEEPER and ASSISTANT will determine times only for individual medal events and relays.
5. Competitors may be assisted by their nominated carer in all sections of the race, as long as they do not provide their students with any unfair advantage or impede/disadvantage a swimmer in another lane.
6. The commencement of an event will not be delayed for any competitor.
7. Start procedures : the CHIEF STARTER will give the instructions, "Take your marks" and the swim horn will make a sound for "Go". False starts may be called if swimmers break at the start. This is at the discretion of the CHIEF STARTER, and an athlete will not incur any disqualification in this carnival.
8. Competitors must stay in their allocated lane for the entire race. They must not leave the pool at any time until they have received their official placing from the REFEREE; with the exception of relay races, where swimmers will leave the pool when directed by the officials at each changeover.
9. Carers must be ready to assist students out of the water whilst not interfering with other swimmers.

5.0 COMPETITOR MARSHALLING

- The ACC will provide each school a coloured vest by the ACC, which is to be worn by ONE staff member across the duration of the carnival. This staff member will be the point of contact for MARSHALS, and is to ensure students are marshalling for events, and in a timely manner.
- Swimmers **MUST** marshal for all events, and this requires assistance of staff to ensure swimmers are marshalling **AT LEAST 2 events prior to their own.**
- 50m & 100m events
 - competitors to marshal on the southern side of the 50m pool.
 - Athletes **MUST** check in with MARSHAL officials, who are located under the permanent mini-grandstand.
 - If there is any change to athletes swimming, MARSHALS will make changes at this point in time

- Athletes will then be shown to seats in front of their lanes, when it is time for them to race
- 25m events (including novelty and relays)
 - Competitors to marshal on the grassed areas, to the western side of the 25m pool
 - Athletes MUST check in with the MARSHAL officials, who will be based in this area
 - Athletes will be seated on the grass, and will be asked to move forward, and into the pool when it us their race
- If there is any change to the athlete competing / participating in an event, the MARSHALS will make these changes when athletes marshal
- On completion of their event, competitors are to re-join their schools under the main shaded area.
- For marshalling purposes, there will be event flip chart(s) visible at the venue, to keep staff informed of which event is currently in progress
- All schools will be provided with their athlete nomination sheet prior to the carnival, to assist with event marshalling
- Once nominations close, schools will be allocated lanes for both the 25m and 50m events, which will be detailed within the event program.
- PLEASE NOTE :
 - you may not be in the same lane across both pools
 - with the number of events, the carnival will adhere (as much as possible) to program timing.

6.0 VENUE FACILITIES

6.1 Bus parking

The venue provides a bus drop off lane (refer to enclosed map), on Davies Rd that can accommodate two large buses at a time. Once buses have dropped students and staff, buses are advised to park in the golf club overflow parking (access via Lapsley Rd).

6.2 Venue access

Ramp access is available from Davies Road, and from the lower carpark.

PLEASE NOTE : the entry / exit point from the venue has automatic doors, and therefore school staff must ensure they are supervising students at all times.

6.3 Café

The onsite café will be open for the duration of the event.

6.4 Shelter facilities

There is permanent shade at the venue, which is sufficient for all attending schools. The venue booking has this area assigned for the carnival, and schools are ONLY to use this area for the duration of the event. The 50m MARSHALLING AREA is out of bounds for anyone other than competing athletes. Schools are encouraged to bring ground cover for students.

6.5 Toilets

Claremont Aquatic Centre provides ambulant and UAT toilets located on the Davies Rd side of the complex, as well as general toilet and changeroom facilities. If schools require special or extra assistance for any student attending, please contact Claremont Aquatic Centre prior to the event.

6.6 Dive pool, 25m pool and sensory water area

- For the entirety of the carnival, the dive pool is available for students to utilise
- Both pools are maintained at 28 degrees
- 25m pool depth : 0.95m – 1m (7 lanes)

- 50m pool depth : 1.05m – 1.80m (8 lanes)
- The Aquatic Centre will be requested for the sensory water play area to be accessible for the event.

6.7 Hoist

There is a hoist available for the **50m pool ONLY**. This is situated at the finish end of the pool and therefore will require staff to support any athlete into the water, and then support them, as they make their way to the event start.

6.8 Step access into pools

Both the 25m and 50m pools, have step access points on both sides and ends of the pools. A larger step unit can be in place for the **25m pool only**. However, this WILL NOT to be in place for our carnival, as it impedes on two lanes.

NOTE : if any swimmer(s) requires this, please advise the ACC ASAP.

7.0 STAFF SUPERVISION

- Schools nominating students must make arrangements for adequate supervision.
- At least one staff member per five (5) participants is suggested, with other staff as necessary to accompany swimmers who may have difficulty entering and exiting the pool.
- Schools must ensure they have adequate staff :
 - to assist competitors at the start of an event e.g. swimmers may start the individual or relay legs in the water or stay in the water at the 'start end' during a leg in a relay. Staff members must be prepared to get wet
 - to assist competitors at the end of an event or at the end of a leg in a relay e.g. swimmers may start the individual or relay legs in the water. Relay swimmers may stay in their lane at the 'finish' end until the relay event is finished.
 - to assist teams participating in Stroll-o-Polo
- Supervising staff **cannot** act as carnival officials
- It is the sole responsibility of school staff to fully supervise student(s) in any of the available areas, for the duration of the carnival. Failure to do so, will result in the area(s) being deemed out of bounds for all participants.

8.0 FIRST AID AND LIFEGUARDS

- The ACC will provide St John Ambulance First Aid for the event
- Students receiving First Aid care **must** be under the supervision of a staff member, so that relevant case history and specific needs are communicated.
- Qualified lifeguards will be onsite, as provided by the Claremont Aquatic Centre.

9.0 SPECTATORS

Spectators are to be supervised by staff at all times, and are to be kept well clear of officials, competitors and pools arena.

10.0 WEATHER CONDITIONS

- Schools are advised to make sure students are adequately prepared for the weather conditions. In particular that adequate sun protection is worn.
- In the event the forecast for the day is inclement weather, the ACC will SMS all school Inclusive Coordinators representatives by 8am of the morning of the carnival.

11.0 OFFICIALS

Where possible, host and deputy host school staff / students will fulfill all official roles. Participating schools will be asked to provide officials should there be any positions not fulfilled by the host and deputy host schools.

For a full list of officials requirements, see [Appendix 17.1](#)

12.0 HOST AND DEPUTY SCHOOL DUTIES

- The Host and Deputy Host School are to undertake additional duties to ensure the event runs efficiently
- The Host and Deputy Host school will be provided a conclusive list of both official and volunteer roles to be filled and asked to complete and submit this listing to the ACC, prior to the event.
- For a full description of officials' roles please see [Appendix 17.5](#).

13.0 PRESENTATIONS

Presentations will be conducted in the main shaded area, in front of 25m pool.

At the conclusion of the program, students will be commended for their efforts and participation in the event. In addition, students who placed first in a medal event will be asked to stand to recognise their achievement. All competitors will be presented with a certificate of participation; with the intent these be presented at a school assembly post carnival.

At the end of day presentation, the **Sue Bigelow Spirit Shield** will be presented by the HOST SCHOOL in conjunction with a representative from the ACC. The receiver of the shield will have displayed outstanding commitment and support for the involvement of their students in the ACC Inclusive carnival. The winner of the award will be the school that most embodies the ACC maxim of "*Sport in the Right Spirit*" and has provided its students with outstanding opportunities for participation, school/team spirit, personal development and leadership. The following attributes will be used as a guide to assess the merits of each school in the event :

- Participation : competitors, spectators, officials, staff
- Team spirit/support : cheering, uniform, banners, identity, community
- Leadership : officials (staff and students), personal responsibility
- Inspiration/Diversity : participation/involvement above and beyond the norm which serves as inspiration to others

14.0 MULTI CLASS AND INCLUSIVE PROGRAM WITHIN ACC DIVISIONAL CARNIVALS

Students with a disability can compete in the ACC Divisional Swimming Carnivals (held in Term 1 at Perth HPC). All students are welcome to compete whether they are classified (multi class) or non classified (inclusive), however they **MUST BE ABLE** to swim 50m of their nominated stroke, **WITHOUT PAUSING**. A reminder to staff who nominate a student(s), these are **COMPETITIVE** events. Individual swim results for athletes will be recorded and collated, but no points will be allocated to a swimmers' school team results. The only exception being an athlete competing as an age group swimmer for their school.

Only participants with a classification will be eligible for ACC records and All Stars Team selection. Multi Class results are calculated according to the student's classification using the Multi Class Point Score Calculator (MCPS). This score is based off the World Record for their classification, awarding points to the competitor according to how close they are to the World Record. This means that the first Multi Class swimmer to touch the wall will not necessarily be the winner.

14.1 Multi Class classification

Depending on an athletes disability, will see them fall within one of nineteen(19) Swimming WA categories, each of which require a different process to be deemed classified. Further information can be found via www.wa.swimming.org.au/swimmers/multi-class-swimming

14.2 Divisional carnival nomination for classified and or inclusive athletes

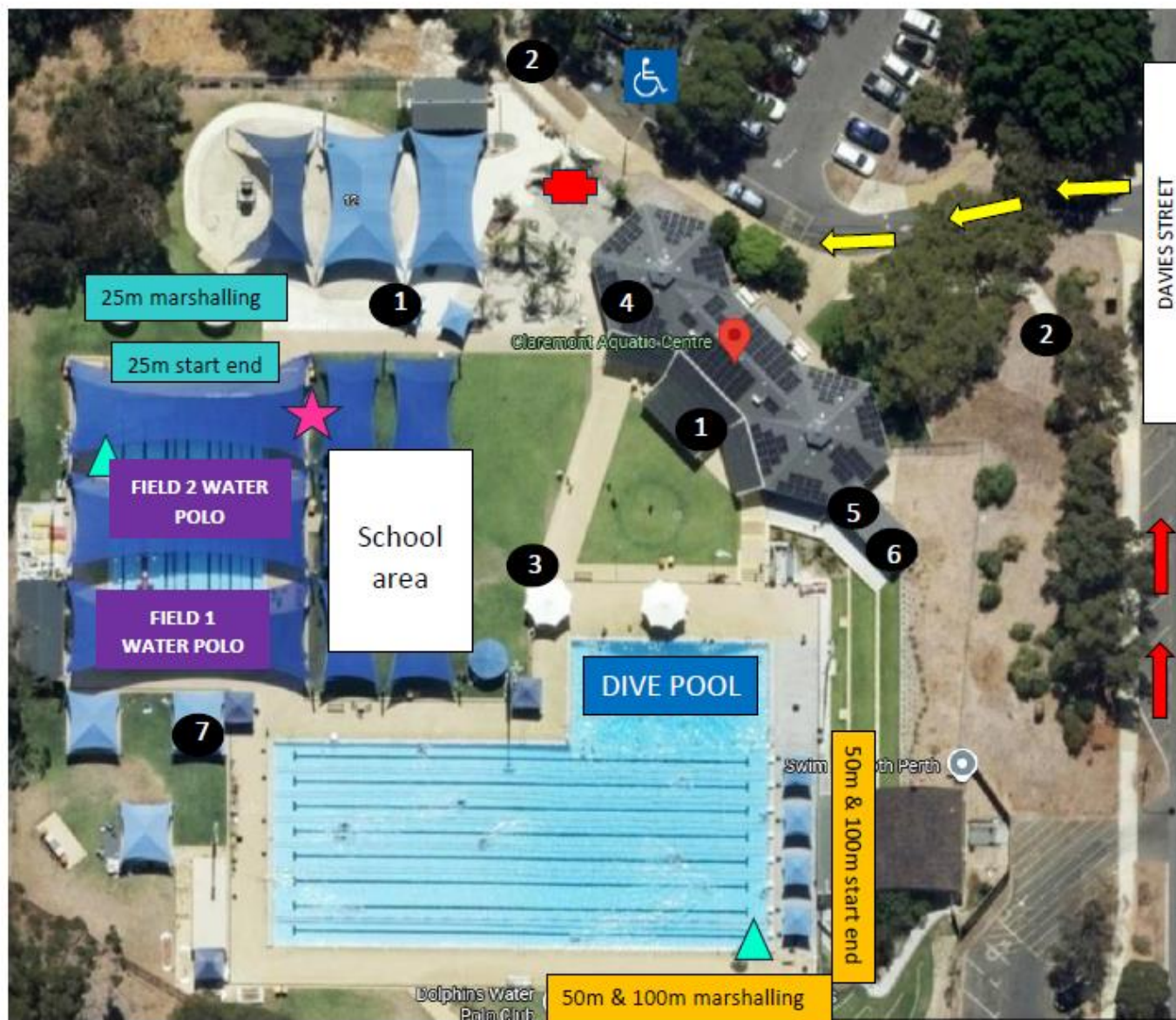
The ACC will notify all member schools when nominations are open for the respective carnivals (A – J division), providing detailed instructions of requirements for both classified and inclusive athletes. The Sport Operations Manager, Inclusion will contact all schools who nominate a classified and or inclusive athlete(s), to confirm the nomination, and discuss any athlete requirements.

14.3 Athletes competing at ACC Divisional and inclusive swimming carnival

Inclusive athletes who compete at an ACC divisional swimming carnival, can compete in any event at the inclusive swimming carnival.

Classified athletes competing at an ACC divisional carnivals are welcome to attend and participate in any non-medallion events only at the inclusive swimming carnival

15.0 VENUE MAP



KEY

1	Water fountain	CHANGEROOM BLOCK x4 outdoor showers x1 female changeroom x1 male changeroom	7	Announcer / Results
2	Ramp access	5		
3	ACC tent	6		
4	Male changeroom	 ACROD Bays (x2 bays in marked location)		First Aid
	Small bus entry ONLY			50m pool hoist
				CHIEF STARTER

16.0 PROGRAM OF EVENTS

50m pool | program of events

LANE ALLOCATIONS

LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7	LANE 8

Time	Event no.	Event	Age	No. of students
10:05	1	Boys 100m Freestyle	Senior	1
10:11	2	Girls 100m Freestyle	Senior	1
10:17	3	Boys 50m Freestyle	Junior	1
10:21	4	Girls 50m Freestyle	Junior	1
10:25	5	Boys 50m Freestyle	Senior	1
10:29	6	Girls 50m Freestyle	Senior	1
10:33	7	Boys 50m Breaststroke	Junior	1
10:37	8	Girls 50m Breaststroke	Junior	1
10:41	9	Boys 50m Breaststroke	Senior	1
10:45	10	Girls 50m Breaststroke	Senior	1
10:53	11	Boys 4 x 50m Freestyle Relay	Senior	4
10:59	12	Girls 4 x 50m Freestyle Relay	Senior	4

25m pool | program of events

LANE ALLOCATIONS						
LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6	LANE 7

Time	Event no.	Event	Age	No. of students
10:10 – 11:00	N/A	Stroll-o-Polo	All	15 per team
11:10	13	Boys 6 x 25m Novelty 'Noodles & Hoops'	Senior	6
11:18	14	Girls 6 x 25m 'Noodles & Hoops'	Senior	6
11:26	15	Boys 6 x 25m 'Noodles & Hoops'	Junior	6
11:34	16	Girls 6 x 25m 'Noodles & Hoops'	Junior	6
11:42	17	Boys 6 x 25m 'Baton relay'	Senior	6
11:50	18	Girls 6 x 25m 'Baton relay'	Senior	6
11:58	19	Boys 6 x 25m 'Baton relay'	Junior	6
12:06	20	Girls 6 x 25m 'Baton relay'	Junior	6

RELAYS
EVENTS 13 to 20

PLEASE NOTE : should more than one heat be required, information will be detailed in the Event Program

Time	Event no.	Event	Age	No. of students
12:14	21	Boys 25m Backstroke	Senior	1
12:18	22	Girls 25m Backstroke	Senior	1
12:22	23	Boys 25m Backstroke	Junior	1
12:26	24	Girls 25m Backstroke	Junior	1
12:30	25	Boys 25m Any Stroke	U/14	1
12:33	26	Girls 25m Any Stroke	U/14	1
12:36	27	Boys 25m Any Stroke	U/15	1
12:39	28	Girls 25m Any Stroke	U/15	1
12:42	29	Boys 25m Any Stroke	U/19	1
12:45	30	Girls 25m Any Stroke	U/19	1
12:48	31	Boys 4 x 25m Novelty 'Sinking Treasure'	Junior	4
12:53	32	Girls 4 x 25m Novelty 'Sinking Treasure'	Junior	4
12:58	33	Boys 4 x 25m Novelty 'Sinking Treasure'	Senior	4
13:03	34	Girls 4 x 25m Novelty 'Sinking Treasure'	Senior	4

EVENTS 21 to 34

PLEASE NOTE : should more than one heat be required, information will be detailed in the *Event Program*

Events in black competition (medallion) events
 Events in blue participation (ribbon only) events

RELAY EVENTS

- For all relay events, ALL TEAM MEMBERS are to marshal BEFORE required athletes move to the opposite end of the pool
- If you do not have enough swimmers to make a team, you can merge with another school on the day
- Schools compete per their lane allocations
- All swimmers to start events in the water – **staff to ensure students are in the water prior** to their team member tagging them for their leg of the pool

NOVELTY RELAY EVENTS

- Novelty Event Assistants will provide a demonstration prior to all novelty events
- Participants of novelty events can swim any stroke
- NOTE : Some events may have multiple heats, depending on nominations

'NOODLES & HOOPS' EVENTS 13 – 16

- can have a maximum of 6 swimmers per team

- SWIMMERS 1, 3 & 5 commence from the start end of the pool, with SWIMMERS 2, 4 and 6 commencing from the finish line
- Students swim through a hula hoop and or under a pool noodle, supported by NOVELTY EVENT ASSISTANTS
- NOTE : Some events may have multiple heats, depending on nominations

'BATON RELAY' EVENTS 17 - 20

- can have a maximum of 6 swimmers per team
- SWIMMERS 1, 3 & 5 commence from the start end of the pool, with SWIMMERS 2, 4 and 6 commencing from the finish line
- SWIMMER 1 pushes a floating device with their hands / head to the other end, MUST high 5 the next swimmer, and pass the device to the next swimmer
- SWIMMERS 2 – 6 repeat this process, with the winning team being where the final swimmer of a team touches the wall first, with their floatation device

'SINKING TREASURE' EVENTS 31 – 34

- can have a maximum of 4 swimmers per team
- All SWIMMERS are to be at the start end of the pool
- SWIMMER 1 moves towards the novelty assistant, and must pick up the toy from the water, and then brings it back to the bucket
- SWIMMERS 2 – 4 repeat this process.
- The winning team being where the final swimmer places their item in the team bucket, and there are four items in the bucket.

17.0 APPENDIX

17.1 Official and student assistant roles

ROLE <small>(colour depicts ACC vest colour)</small>	SCHOOL	STUDENT / STAFF	NAME
Carnival Officials Supervisor	ACC	STAFF	Cherie Pirnie
Carnival Manager	HOST SCHOOL		Warren Miller
Presentations : Principal	TBC		
First Aid	St John Ambulance		
Lifeguards x2	Claremont Pool		
Water Polo Coaches / Umpires	Water Polo WA	Head Coach + x4 staff	
Equipment set-up and recovery <small>(from 8:30am)</small>	HOST SCHOOL	HOST Student 1 - 10	Warren Miller
Chief Marshal	DEPUTY HOST	DEPUTY HOST STAFF	
Chief Marshal assistants x 2		Students 1 & 2	
Marshal Support	DEPUTY HOST	Student 3 : Lanes 1 & 2	
		Student 4 : Lanes 3 & 4	
		Student 5 : Lanes 5 & 6	
		Student 6 : Lanes 7 & 8	
Check starter	HOST SCHOOL	HOST STAFF	
Check starter assistant	HOST SCHOOL	Student 1	
Chief Starter	DEPUTY HOST	DEPUTY HOST STAFF	
Referee	HOST SCHOOL	HOST STAFF	
Referee assistant		Student 2	
Chief 1st place timekeeper & assistant	DEPUTY HOST	Students 7 & 8	
First Place medallion and ribbon	HOST SCHOOL	Students 3 & 4	
2nd Place		Students 5	
3rd Place		Students 6	
4th Place		Students 7	
50m events false start rope Participation ribbons		Students 8 & 9	
Administration / results x2	HOST SCHOOL	Students 10 - 11	
Announcer	HOST SCHOOL	HOST STAFF	
Announcer Assistant		Student 12	
Novelty Coordinator	ACC	STAFF	Cherie Pirnie
Novelty event assistants	HOST SCHOOL 50m events : marshal support 25m novelty events : in pool		
	50m events : Lanes 1, 2, & 3	25m novelty events : Lane 1	Students 13 & 14
	50m events : Lanes 4, 5 & 6	25m novelty events : Lane 2	Students 15 & 16
	50m events : Lanes 7 & 8	25m novelty events : Lane 3	Students 17 & 18
	DEPUTY HOST SCHOOL Water polo support 25m novelty events : in pool		
	Water polo : FIELD 1	25m novelty events : Lane 4	Students 9 & 10
	Water polo : FIELD 1	25m novelty events : Lane 5	Students 11 & 12
	Water polo : FIELD 2	25m novelty events : Lane 6	Students 13 & 14
Water polo : FIELD 2	25m novelty events : Lane 7	Students 15 & 16	
Water Safety swimmers <small>(Poolside for all events)</small>	DEPUTY HOST : Lanes 1 & 2	Student 17	
	DEPUTY HOST : Lanes 3 & 4	Student 18	
	DEPUTY HOST : Lanes 5 & 6	Student 19	
	DEPUTY HOST : Lanes 7 & 8	Student 20	
<small>RELIEF NOVELTY EVENT ASSISTANTS FOR RESPECTIVE LANES</small>			
School assistants x1 per school	All schools		

17.2 ISP swimming carnival flow chart

Announcer

25M & 50M Marshals

Check Starter

Chief Starter

Timekeepers

Referee & Place judges

Results administration

- Notify competitors to marshal for upcoming events
 - Announce the start of each event, and which event number is in progress
 - Provide some colourful commentary and acknowledge winners
-
- Led by CHIEF MARSHAL, marshal all competitors prior to start of each event
 - Seat competitors in correct lane for their event(s)
 - Edit competitor names / school on marshal sheet (if required)
 - Send competitors and completed **marshal sheet** to the CHECK STARTER
-
- Receive **marshal sheet** for each event from MARSHALS
 - Check competitors are in the correct event
 - Ensure competitors are in the correct chairs for their lane
 - ASSISTANT to take checked **marshal sheet** to REFEREE
-
- Ensure competitors are ready for the start of the race
 - Ensure TIMEKEEPERS are ready for each race
 - Call **“ON YOUR MARKS”** then sound starting gun for start
-
- Signal starter when stopwatches are ready for race
 - Provide time for **FIRST PLACE ONLY** to REFEREE for each race
 - Ensure you agree with 1st PLACE JUDGE for winner of each event
-
- Receive **marshal sheet** from CHECK STARTER ASSISTANT
 - Record 1st place time from TIMEKEEPERS
- REFEREE**
- co-ordinate all place judges
 - Supervise the judging of finish positions
 - Request and direct competitors to leave the pool after each race
- PLACE JUDGES**
- Judge finishing positions of competitors
 - Distribute 2nd 3rd 4th place ribbons for all events
 - Distribute participation ribbons for NOVELTY events ONLY
- 1st PLACE JUDGE**
- collect medallion for upcoming race from RESULTS ADMINISTRATION
 - Ensure you agree with TIMEKEEPER & REFEREE for winner of event
- NOTE : if an event has two heats, ONLY the swimmer with the fastest time across both events is awarded the medal. Keep the winner from HEAT 1 with you for this purpose. Swimmers across both heats still receive ribbons**
-
- Manage and disseminate medallion to 1st PLACE JUDGE prior to each event
 - Receive completed **marshal sheet** from REFEREE
 - Record event result onto Master sheet, and file **marshal sheet** away

17.3 Officials and student assistant requirements

8:30am HOST SCHOOL to be on site, check in with ACC and assist with carnival set up

8:45am DEPUTY HOST school to arrive, and check in with ACC

9am OFFICIALS BRIEFING

** All officials and student assistants to collect and wear allocated vest for official carnival role **

17.4 Officials and student assistant role descriptions

17.5.1 Carnival Officials Supervisor (ACC)

- Booking of venue, first aid, amenities, announcing equipment
- Create / edit / disseminate ACC ISP Swimming Carnival Operations Manual
- Collection of competitor and official nominations
- Liaison with local council/pool management
- Production and dissemination of programme of events
- Prepare event equipment
- Dissemination of all instructions to officials / competitors
- Coordinator of all officials at carnival (university and school students)
- First Aid and Lifeguard briefing
- Collection and update of all results
- Production of certificates
- Edit ACC Yearbook

17.5.2 Carnival Manager | HOST SCHOOL

- Overall supervision of activities at the carnival
- **Coordination of Stroll-o-Polo fixtures and all games**
- Coordination of all host school student assistants
- Utilise RELIEF volunteers to provide breaks to Novelty Event Assistants and Water Safety swimmers
- Act as presentations coordinator with School Principal
- Co-ordinate the pack up of all equipment at event end, with the support of students and ACC

17.5.3 Announcer | HOST SCHOOL

x1 Announcer Assistant (student)

- Welcome to all schools and spectators
- Ensure all officials are in position at their designated areas
- Request all schools to send first event athletes to marshalling, and continue to request such across the course of the event
- Announce start of first event, and declare carnival underway
- Announce results (first placegetter, school and times) as they come to hand
- Call for silence at the start of events (if necessary)
- Call race progress, especially near finish (where possible)
- Keep schools informed of which event number is currently in progress – **schools to ensure students are at marshalling two events before their own.**
- Highlight any keenly contested competitions in particular events (if appropriate)
- Keep non-competing competitors in the school seated area
- Direct movement of seating of schools if required by Carnival Manager

ANNOUNCER'S ASSISTANT

- Provide each school their swimmer nomination sheet on their arrival
- Ensure flip display boards are kept up to date, showing which event is currently being completed
- Ensure suitable music is being played across the duration of the event
- Support the ANNOUNCER with any messages which need to be replayed between OFFICIALS and or to school staff and students

17.5.4 Chief Marshall (25m & 50m) | DEPUTY HOST x2 CHIEF MARSHAL ASSISTANTS (students)

- Support CHIEF MARSHAL ASSISTANTS, to ensure swimmers are in their correct order and location prior to the start of all events
- Edit swimmer names on provided marshalling sheets as required
- Ensure all swimmers are seated in their correct lane within marshalling area
- Assist schools with composite relay teams if necessary
- Marshalling sheet to CHECK STARTER
- Assistants to take relay swimmers to opposite end of the pool as required
- As soon as the final 50m event has marshalled, promptly move to the 25m pool to commence marshalling

CHIEF MARSHAL ASSISTANTS

- Ensure flip charts are kept up to date, showing which event is currently being completed
- Ensure suitable music is being played across the duration of the event
- Support the ANNOUNCER with any messages which need to be replayed between OFFICIALS and or to school staff and students

17.5.5 Check Starter | HOST SCHOOL x1 CHECK STARTER ASSISTANT (student)

- CHECK STARTER STUDENT ASSISTANTS chauffers the competitors from the marshalling area, ensuring they remain in their correct order
- Receive marshalling sheets for each event from the CHIEF MARSHAL STUDENT ASSISTANTS
- Ensure competitors are competing in their correct event and event number.
- CHECK STARTER places each competitor in his/her correct lane or station, assembling the competitors on an assembly line (of chairs) three (3) metres behind the starting blocks
- When all competitors are placed in the assembly line, CHECK STARTER signals to the CHECK STARTER that all is ready.
- Marshalling sheet to REFEREE, via STUDENT ASSISTANTS
- It is NOT the duty of a CHECK STARTER to judge if a competitor has had a false start - this is a matter for the CHIEF STARTER only

17.5.6 Chief Starter | DEPUTY HOST

- PRE CARNIVAL : confirm with CHIEF TIMEKEEPER AND ASSISTANT how you will signal you are each ready for the commencement of the next event.
- Ensure start of each event is strictly to schedule
- Explain start procedure (take your marks – start with signal/horn)
- Ask all athletes to either use the stairs, or slide into the water NO DIVE STARTS
- Start event

- Re-schedule re-starts
- Record start time of ALL EVENTS on event program
NOTE : False starts do not result in disqualification
- On the completion of the 50m events, CHIEF STARTER will need to relocate to the 25m pool

17.5.7 Chief Timekeeper & Assistant | DEPUTY HOST

- PRE CARNIVAL : meet with the CHIEF STARTER to confirm how you will signal you are each ready for the commencement of the next event
- Time and record the time for **1st place only**
- Check both watches before the start of the meet
- Signal the CHIEF STARTER when all timekeepers are ready and start watches at the horn starter sound
- CHIEF TIMEKEEPER AND ASSISTANT to confer, and agree on 1st place time, and provide to the REFEREE
- Only once you have witnessed the REFEREE record the time on the marshal sheet do you "clear watches" for the commencement of the next event
- **Ensure you are the correct end of the pool for 100m events**
- During novelty events, you may be required to relieve other officials

17.5.8 Referee | HOST SCHOOL *x1 REFEREE ASSISTANT (student)*

- Receive marshal sheet from CHECK STARTER
- Supervise judging of finish positions in co-ordination of all place judges
- Coordinate finish results and write finish position on marshal sheet of all participants
- Write the event end time of the marshal sheet
- Request and provide direction for competitors to leave the pool after each race
- Give completed marshal sheet to RESULTS ADMINISTRATOR
- **Ensure you are the correct end of the pool for 100m events**
- Support all novelty events

PLACE JUDGES

- Judge finishing positions of competitors
- Distribute 2nd 3rd 4th place ribbons for all events
- Distribute **participation ribbons** for NOVELTY events ONLY

1st PLACE JUDGE

- collect medallion for upcoming race from RESULTS ADMINISTRATION
- Ensure you agree with TIMEKEEPER & REFEREE for winner of event
- **NOTE : if events have two heats, ONLY the swimmer with the fastest time across both events is awarded the medal. Keep the winner from HEAT 1 with you for this purpose. Swimmers across both heats still receive ribbons**

17.5.9 Results Administration

- Receive completed marshal sheet from REFEREE ASSISTANT with first place time and placings
- Record winning individual or school team (relay) onto the recording sheet
- If information on marshal sheet is unclear, please confer with REFEREE

17.5.10 Novelty Coordinator

- To co-ordinate novelty event assistants for all novelty events as programmed
- **Ensure assistants understand their roles during both the 50m and 25m events**
- Ensure assistants are aware of equipment required for each event, and it is readily available

- For 25m events : ensure NOVELTY EVENT ASSISTANTS are in the pool, with x1 assistant at either end to support swimmers for all events

17.5.11 Novelty Assistants

- Refer to [17.1 Officials and student assistants roles](#) for allocation of novelty assistants for the duration of the day
- Novelty Assistants are allocated to support roles before novelty events, either assisting competitors to marshalling for ALL 50m events OR will be support 'Stroll-o-Polo' in the 25m pool

50m EVENTS MARSHAL SUPPORT

- Per the *Officials workbook*, student assistants have been allocated to lanes, to support swimmers marshal for all 50m events
- student assistants are to collect competitors from MARSHAL SUPPORT prior to each event, and take them to CHIEF MARSHAL ASSISTANTS in the 50m marshalling area

STROLL-O-POLO GAMES

- Ensure teams playing on your assigned field, are poolside and ready for the start time of their fixture
- Assist with ball collection and direction of play
- Assist as directed by Water Polo WA coaching staff

NOVELTY EVENTS

- Per the *Officials workbook*, x2 novelty assistants have been allocated for each lane, to support participants
 - both student assistants MUST be in the pool for all of these events (one at either end)
 - Provide a demonstration prior to all novelty events
 - Follow the direction of your NOVELTY COORDINATOR
 - Keep to the lane you have been allocated for all events, to ensure support for all swimmers
 - Ensure you have required equipment for each event, as directed by the NOVELTY COORDINATOR
 - If you require a break, please communicate such with the OFFICIALS SUPERVISOR, by raising your hand in the air. Ensure another NOVELTY ASSISTANT is assigned, before you exit the pool
- NOTE : any changeovers, must take place between and not during events**

17.5.12 Water Safety swimmers

- Remain in your allocated lane(s) for all events per [17.1 Officials and student assistant roles](#)
 - Remain poolside for both 50m and 25m events
 - If you require a break, please communicate such with the OFFICIALS SUPERVISOR, by raising your hand in the air. Ensure another WATER SAFETY SWIMMER is assigned, before you exit the pool
- NOTE : any changeovers, must take place between and not during events**
- Your role is to support students to ensure they feel safe and happy while swimming. This may require you to swim alongside them to encourage them along
 - 25m events : relief rotation with NOVELTY EVENT ASSISTANTS every 4 events.

17.6 MARSHALLING / RESULTS SHEET

MARSHAL / RESULTS SHEET _ ISP SWIMMING CARNIVAL 2026					
Time	Event No.	Event	Age	Pool	No. of students
10:10	1	Boys 100m Freestyle	Senior	50m	1

LANE	SCHOOL	FIRST NAME	SURNAME	PLACE	TIME
1	URSULA FRAYNE	Jack	SMITH		
2	CHRISTCHURCH	Spencer	KNIGHT		
3	URSULA FRAYNE	Patrick	MITCHELL		
4	SACRED HEART	Simon	MACKENZIE		
5	LA SALLE	Alex	PAPPS		
6	SERVITE	Fred	KALEB		
7	LUMEN CHRISTI	Jacob	CONNOR		
8	CORPUS CHRISTI	Chris	HAART		

17.7 PRESENTATION GUIDE

ORDER OF PROCEEDINGS AND PRINCIPALS ADDRESS

ORDER OF EVENTS

ORDER OF EVENTS	CONDUCTED BY
1. SBS Shield arranged on table	ACC
2. Introduction & background Previous carnival Sue Bigelow shield recipient	ACC
3. Introduce Principal (or his/her representative)	HOST school
4. Principals Address Thank you : Carnival Officials Venue Duty Manager Claremont Pool Staff Host and Deputy host school staff and students Supervising staff Spectators Team Coaches and Managers Competitors	Invited Principal
5. Results Ask all medallion winners to stand and be acknowledged Winner of the Sue Bigelow Spirit Shield announced Presentation to a representative from each school of participation certificates	Invited Principal
6. Conclusion Dismissal of spectators and competitors	ACC

17.8 AGE GROUP CLASSIFICATION

AGE GROUP CLASSIFICATION 2026												
YEAR LEVEL	7		8		9		10		11		12	
YEAR OF BIRTH	2014	2013	2013	2012	2012	2011	2011	2010	2010	2009	2009	2008
January - June	U13		U14		U15		U16		U17		OPEN (U19)	
July - December		U13		U14		U15		U16		U17		OPEN (U19)

ORANGE = Junior Age Group classification

BLACK = Senior Age Group classification

17.9 PARENT AND SPECTATOR CODE OF CONDUCT

The code of conduct provides an ethical framework for a positive, safe and harassment free

environment. As a parent or spectator, you should :

- Encourage students to participate if they are interested. If a student is not willing – do not force him / her
- Focus on student efforts and performances rather than the overall outcome of the event
- Teach students that an honest effort and personal best is as important as a victory, so that the result of each event is accepted without undue disappointment
- Encourage students to always participate according to the rules
- Never ridicule or yell at a student for making a mistake or losing an event
- Respect the official's decision. If a results or decision needs to be checked, follow the appropriate procedure in order to query the decision , and teach athletes to do likewise. This will be to approach the ACC staff member for further discussion. Do not approach officials directly to question their judgement in public. Never harass, intimidate or place undue pressure on an official or competitor
- Never enter the competition event area or officials area.
- Never video or photograph students that are not in your immediate family
- Recognise the important of the volunteer coaches, and that they give their resources to provide recreational activities for your child's involvement and deserve your support
- Students participate in organised sports for fun – they are not competing for the entertainment of spectators only, or are they 'miniature' professionals
- Applaud all good performances and effort by your team athletes and their opponents regardless of the competition's outcome
- Always aim to give positive motivational comment
- Show respect for your team's opponents. Without them there would be no competition
- Demonstrate appropriate social behaviour by not using foul language, harassing participants, coaches or officials

17.10 OFFICIALS CODE OF CONDUCT

The code of conduct provides an ethical framework for a positive, safe and harassment free environment. As an official you should :

- Ensure equipment and facilities meet safety standards and assist in the safety and welfare of athletes
- Be a positive role model in behaviour and personal appearance
- Feel confident about what you are doing and the decision you are making. Value the individual
- Answer any question asked of you by an athlete
- Use common sense to ensure that the 'spirit of competition' is not lost. Accept responsibility for all action taken
- Be impartial and do not coach athletes whilst officiating
- Work as part of a team and follow instructions provided by Carnival & Officials Manager
- Avoid any situation which may lead to conflict or to a conflict of interest. Be courteous, respectful and open to discussion and interaction
- Refrain from any form of personal abuse or harassment towards athletes and / or fellow officials
- Make personal commitment to keep yourself informed of required officiating protocol and be up to date with technical rules
- Complete with all rules and policies as published and adopted by the Associated & Catholic Colleges of WA
- Understand the repercussions if you breach, or are aware of any breaches of this Code of Conduct

18.0 SAFETY & EVACULATION PROCEDURES

This appendix indicates the procedures for the response to all emergency or potential emergency situations, which may arise during the conduct of the Inclusive Soccer carnivals. It is the responsibility of senior staff and all attending school staff and external stakeholders, to be familiar with the contents of this document.

RISK MANAGEMENT

Over the duration of the carnival, there may be situation(s) that will occur due to circumstances over which we have no control. Most situations will be minor incidents, but some may be acute or chronic in nature. The ACC has endeavoured to make allowances for all eventualities throughout.

ACC CLASSIFICATION OF POTENTIAL RISK

The ACC has classified risk situations into four categories:

- 1. Incident:** Defined as being an occurrence that may be fixed quickly and efficiently on site with minimal fuss. All incidents should be reported to the ACC Carnival Manager and / or school staff.
- 2. Minor Emergency:** Relates to an occurrence that has the potential to impact on more than one person that will necessitate shared decision making and a clearly defined course of action. These are to be handled by the ACC Carnival Manager and/or senior teaching staff.
- 3. Major Emergency:** Refers to any situation that affects small groups of people and requires a series of actions that ease the way for the external agent to impact quickly and efficiently. These are to be handled by the ACC Carnival Manager in consultation with senior teaching staff.
- 4. Catastrophe:** Defined as being anything serious that impacts a large number of people and requires intervention from one or more external agents. Catastrophes involve action by the ACC Carnival Manager and need to be coordinated in conjunction with the West Australian Police Force and Emergency Services if required.

EMERGENCY PROCEDURES FOR ALL STAFF AND EXTERNAL STAKEHOLDERS

All staff and external stakeholders are requested to act immediately on emergencies in conjunction with and under the direction of the relevant authorities as above. Each emergency must be treated on its own merits to ensure appropriate action is taken.

In the case of a Major Emergency or Catastrophe the Western Australian Police Department may coordinate all procedures in direct liaison with other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation of students and officials.

If an evacuation is necessary, the announcement will be made over the Public Address System. If an evacuation is announced, staff will be instructed to assist in the orderly movement of all students out of and away from the venue and surrounding environs. Once the venue is clear, re-admittance into the area will not be permitted until the emergency is over. Staff will supervise the entry points to control re-entry procedure after the ACC Carnival Manager gives the "All-Clear."

EMERGENCY CONTACT PEOPLE & NUMBERS

ACC STAFF

Cherie Pirnie	Carnival Manager	044 750 2248
St John Ambulance	Stationed per event program	9334 1311

EXTERNAL OFFICIALS

Police	Claremont Police Station	9286 7777
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
SES	Central SES	132 500
Claremont Aquatic Centre	Nathan Scott (Assistant Centre Manager)	9285 4343

SUMMARY OF EMERGENCY / EVACUATION PROCEDURES

- Depending on the type of incident, notify the ACC Carnival Manager.
- Alert other staff in the immediate area of the situation.
- Obey the instructions of staff in all emergency situations.
- If not involved, refrain students from going to the area to satisfy their curiosity. Such action may hamper the situation.
- Listen for the description of the situation from the Announcer and act accordingly.
- Upon being notified of an Evacuation by the Announcer, coordinate the orderly evacuation of all students within your immediate area and proceed quickly and in an orderly manner to the designated must point for both INDOOR and OUTDOOR carnivals
- Staff are to inform the ACC Carnival Manager if they believe someone is still in the area
- Do not anyone into the evacuated areas until the ACC Carnival Manager gives the "All Clear."
- Under no circumstances talk to the media, direct them to the ACC Carnival Manager.
- It is the responsibility of each school to carry out a full roll call of students, spectators, and school staff in the evacuation muster areas. The ACC Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.