



MASTERS SWIMMING NSW
CONSOLIDATED RULES OF COMPETITION

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A. General Rules of Competition

- A1 The By-Laws and General Rules of Masters Swimming Australia shall apply to all competitions sanctioned in any capacity by Masters Swimming NSW (MSNSW). In the event of any inconsistency between any by-law or general rule of Masters Swimming Australia and any rule of competition of MSNSW, the former shall prevail.
- A2 Times recorded at sanctioned meets by swimmers registered with Masters Swimming in Australia at the date of the meet are eligible to be recorded as State, national and world masters records (subject to the completion of all other necessary formalities), and as top ten and Endurance 1000 swim times. Times at unsanctioned meets are not eligible to be recorded as records but may be eligible to be recorded as top ten and Endurance 1000 swim times.
- A3 In addition to the events recognised by Masters Swimming Australia as those in which swimmers may set or break national records, MSNSW shall recognise the 1500m butterfly as an event for which a NSW State record may be set.
- A4 Points will be awarded to swimmers and relay teams at each meet sanctioned by MSNSW on the following basis:
- (a) Ten points will be awarded to each swimmer who records the fastest time in their age group in each individual event on the program.
 - (b) Nine points will be awarded to the second-place getter in each age group event in each individual event on the program, eight points will be awarded to the third-place getter and so on down to the ninth-place getter, who will be awarded two points. All other swimmers in each age group in each event will be awarded one point, except disqualified swimmers, who will be awarded no points in the event or events in which they are disqualified.
 - (c) Double points will be awarded to relay teams placed in each age group in each of the three categories (male, female and mixed) in each event on the program.
 - (d) All swimmers and relay teams who record the exact same time in any event will be awarded the same points for the place they achieve.
 - (e) Only swimmers who are registered with a club affiliated with MSNSW for the year in which the meet takes place, and whose registration is current and financial on the MSA membership portal by the closing date for entries of a meet, are eligible to be awarded points at that meet. Other swimmers may be allowed to swim for no points, at the discretion of the meet director.
 - (f) A relay team is not eligible to be awarded points if it contains any swimmer who is not eligible to be awarded points.
 - (g) Average point scores will also be calculated for each meet, subject to technical constraints. Each club's average point score is calculated (to two decimal places) by dividing the total number of points it accumulates in the meet by the number of swimmers actually competing at the meet (not the number of swimmers entered for the meet).
- A5 For the purposes of the NSW Interclub Point Score (IPS) Trophy competition and other relevant MSNSW awards, member clubs of MSNSW will be divided into four divisions.
- (a) Clubs will be allocated to divisions on the basis of their total points scored in the previous calendar year for the IPS Trophy competition plus the NSW State long-course championships, NSW State short-course championships, the NSW State long-distance championships and the MSNSW Relay Meet.

- (b) There will be an approximately equal number of clubs in each of the four divisions. The MSNSW board may, at its discretion, make minor adjustments to the number of clubs in each division.
 - (c) The number of clubs moving between divisions can be varied by the MSNSW board if the number of active clubs varies greatly from year to year.
 - (d) All new clubs will normally start in Division 4. However, the MSNSW board may in exceptional circumstances put a new club in a higher division (eg, if a club enters the competition with a large number of members in its first year).
- A6 Where an award at any meet is made based on World Aquatics points, the points are calculated using a cubic curve. With the swim time (T) and the base time (B) in seconds, the points (P) are calculated with the following formula:

$$P = 1000 \times (B / T)^3$$

The base time (B) is the relevant record, for record type + stroke + distance + course + age group, current on the MSA results portal at the closing date of entries for the meet.

- A7 Where a meet is cancelled for to any reason, but has already commenced, those swimmers who are in attendance will be awarded 5 points per event they have entered whether they were able to swim them on the day or not before the cancellation occurred.

For events already swum, where a placing has occurred and would normally receive the usual points – all will be amended with 5 points.

B. State Championship Meets

- B1 MSNSW will conduct championship meets during each calendar year, including:
- (a) Long-course championships
 - (b) Short-course championships
 - (c) Long-distance Short Course championships
 - (d) Long-distance Long-Course championships
 - (e) Relay meet
- B2 Points will be awarded to swimmers and relay teams at each meet in accordance with clause A4 of these Rules.
- B3 The following awards will be presented at long-course championship meets:
- (a) The **Long-Course Championship Award**, presented to the club in each division achieving the highest number of total points for the meet.
 - (b) The **AUSSI Executive Trophy**, awarded for club participation in the NSW State championships, for clubs with a minimum of 10 competitors. A club's participation rate will be calculated, to two decimal places, by dividing the number of swimmers actually competing at the meet by the number of swimmers registered with the club at the closing date for entries for the meet (including second-claim members).
 - (c) The **Biddy Hall Memorial Trophy**, awarded to the club achieving the highest average points per swimmer, for clubs with a minimum of 10 competitors.
 - (d) The **Swimmer of the Meet Award**, presented to one male and one female swimmer based on a World Aquatics points calculation. World Aquatics points will be calculated in accordance with clause A6 of these Rules using the world, national and NSW State records relevant to each swim. The total of all swims will then be divided by the maximum number of individual entries allowed for the meet, and then divided by three to give an average representing a swimmer's performance over all events and record types. The winner will be the highest point scorer.
 - (e) The **Peter Gilmour Memorial Trophy**, awarded for the best butterfly swim relative to the current records based on a World Aquatics points calculation. World Aquatics points will be calculated in accordance with clause A6 of these Rules using the world, national and NSW State records relevant to each swim, then totalled and divided by three to give an average representing a swimmer's performance over all record types. The winner will be the highest point scorer.
- B4 The following awards will be presented at short-course championship meets:
- (a) The **Short-Course Championship Award**, presented to the club in each division achieving the highest number of total points for the meet.
 - (b) The **Gordon Cozins Memorial Trophy**, awarded to the club scoring the highest total points for relays.
 - (c) The **Des McCormick Memorial Trophy**, awarded to the club achieving the highest average points per swimmer, for clubs with a minimum of 10 competitors.
 - (d) The **Swimmer of the Meet Award**, presented to one male and one female swimmer. World Aquatics points will be calculated in accordance with clause A6 of these Rules for each of the world, national and NSW State records relevant to each swim. The total of all swims will then be divided by the maximum number of individual entries allowed for the meet, and then divided by three to give an average representing a swimmer's performance over all events and record types. The winner will be the highest point scorer.

- (e) The **Harry Fowler Memorial Trophy**, awarded for an outstanding performance by a relay team 200 years or more based on a World Aquatics points calculation. World Aquatics points will be calculated in accordance with clause A6 of these Rules using the world, national and NSW State records relevant to each swim, then totalled and divided by three to give an average representing a team's performance over all record types. The winning team will be the highest point scorer.
- B5 The following award will be presented at long-distance championship meets:
- (a) The **Long-Distance Championship Award**, presented to the club in each division achieving the highest number of total points for the meet.
- B6 The following awards will be presented at relay meets:
- (a) The **Interclub Point Score Trophy**, presented to the club achieving the highest number of total points for the meet.
 - (b) The **Average Point Score Trophy**, awarded to the club achieving the highest average points per swimmer, for clubs with a minimum of 10 competitors.

C. Interclub Point Score (IPS) Meets

- C1 Points will be awarded to swimmers and relay teams at each MSNSW Interclub point score (IPS) meet sanctioned by MSNSW in accordance with clause A4 + A7 of these Rules.
- C2 Average point scores will also be calculated for each IPS meet, in accordance with clause A4 + A7 of these Rules. Only clubs with four or more swimmers actually competing at a IPS meet for points are eligible for inclusion in the average point score competition for that meet.
- C3 A IPS meet may include one or more events for which points will not be awarded (eg, novelty events, medley shoot-outs, special relays).
- C4 MSNSW will hold a Interclub Point Score Trophy competition and a Interclub Average Point Score competition over each calendar year.
- (a) The **Interclub Point Score Trophy** will be awarded each year to the club that accrues the most points in each of the four divisions. In the event of a tie, trophies will be awarded jointly. All sanctioned IPS meets are included in the calculation of points for the IPS Trophy competition, and clubs accumulate the points that are awarded to their swimmers and relay teams over the calendar year. The NSW State long-course championships, NSW State short-course championships, NSW State long-distance championships and NSW State relay meet are not included in the IPS Trophy points calculation.
- (b) The **Interclub Average Point Score Shield** will be awarded each year to the club that accrues the highest average point score. Each club's annual average point score is calculated, to two decimal places, by dividing the total number of points it accumulates in the IPS Trophy competition by the number of swimmers registered with the club at 30 November of that year. This includes all points won at all IPS meets, even if that club was not eligible to be awarded an average point score under clause C2, above. In the event of a tie, the shield will be awarded jointly. Certificates will be awarded for the winner of each of the four divisions.

D. Rules for Conduct of Interclub Meets

General

- D1 Meets held by member clubs of MSNSW may fall into one of three categories: sanctioned IPS meets, other sanctioned meets and unsanctioned meets.
- D2 In a calendar year each club may hold only one IPS meet but may also hold one or more sanctioned or unsanctioned meets. If it can be avoided, no two meets are to be held on consecutive weekend/weeks.
- D3 All sanctioned meets must receive a formal sanction and sanction number from MSNSW.
- D4 Sanctioned meets may lose their sanction if they fail to comply with these Rules at or before the time they are held and that failure is not remedied by the time the meet is held, unless exemption is otherwise granted by the MSNSW board.
- D6 Only IPS meets will be included in the MSNSW IPS Trophy and Interclub Average Point Score Shield competitions.
- D7 Unsanctioned meets are not otherwise bound by these Rules.

Procedure

- D8 A club may apply at any time (but otherwise in accordance with these Rules) to the MSNSW board to host a sanctioned meet. However, the board will give a sanction to only one meet to be held on any one day, although it may in its discretion sanction two meets to be held on the same day if they are to be held in different geographic regions.
- D9 The MSNSW board will invite clubs to apply by the end of June each year for provisional dates for IPS or sanctioned meets in the following calendar year on the basis that any date clashes will be cleared by discussions between the board and the clubs involved. Otherwise, the board will decide which of the two (or more) competing applications it will sanction (subject to the host club otherwise complying with these Rules). Subject to club pool availabilities, the board will ensure that meets are spaced at least two weeks apart by not sanctioning more than two meets in any four-week month or three meets in any five-week month.
- D10 Dates for sanctioned meets applied for after 1 July each year will be determined on a first-come-first-served basis (subject to the host club otherwise complying with these Rules).
- D11 Each host club that wishes to apply for a sanction for a meet must submit a draft flyer for the meet to the NSW State office at least four months before the date of the meet.
- D12 The flyer must contain the following minimum information:
 - (a) The program of events (including any restrictions on entries);
 - (b) The date and venue of the meet, and the starting times for warm-up and competition;
 - (c) The closing date for entries will normally be at noon the Friday one week before the date of the meet for all entries,
 - (d) That it is a IPS or sanctioned meet sanctioned by MSNSW, and the sanction number (which is not available until after the sanction has been granted);
 - (e) Whether the pool is long- or short-course; indoor or outdoor; heated or not; and has a registered pool survey certifying that all lanes are the correct length.
 - (f) Warm-up and swim-down arrangements, and that the warm-up will be conducted in accordance with the National Safety Policy;

- (g) Meet entry fee and pool entry fee (if this is additional);
 - (h) That the meet will be governed by the Swimming Rules of Masters Swimming Australia Inc. in force at the closing date for entries;
 - (i) That the meet will be run in accordance with MSNSW's SunSmart Sport and Smoke-Free policies;
 - (j) Where relevant, that freestyle events of 400m and longer may be swum two swimmers of the same sex per lane;
 - (k) Where relevant, that swimmers wishing to be recorded as swimming a form stroke in a freestyle event must notify the stroke with their entry as long as the form stroke is not listed as an event at that meet;
 - (l) Contact details for further information; and
 - (m) Any other relevant information (eg, parking, access, etc).
 - (n) No watches or pacing devices to be worn in warmup lanes or during the competition
- D13 The NSW State office will return the draft flyer to the club with notes about any necessary or recommended alterations to be made (if any), together with a Sanction information letter and the following documents, which may be in hard copy or available on the State website:
- (a) Meet Sanction form, with Meet Recording Options form and Materials Required form;
 - (b) Current list of officials contact details with club code list.
- D14 In order to be sanctioned by MSNSW, a meet must have the following officials, all of whom, must be accredited by Masters Swimming Australia or [except in the case of (a) below] by Swimming Australia Ltd, and all of whom must attend the meet for the meet to retain its status as sanctioned:
- (a) One meet referee;
 - (b) At least four other referees;
 - (c) At least two inspectors of turns;
 - (d) Two starters;
 - (e) Four check starters;
 - (f) Two chief timekeepers;
 - (g) A runner (who need not be accredited) between the chief inspector of turns and the event referee;
 - (h) A minimum of four officials accredited at any position other than timekeeper, are to be provided from the membership of the host club and marked as such on the sanction form; these officials can also be drawn from non-Masters members, such as friends or family of registered members. This number may be reduced to three for clubs with fewer than 25 registered members;
 - (i) Extra officials may be added depending on the length of the meet, number of officials swimming and number of lanes. Any increase in officials is at the discretion of the meet referee, who must consult with the meet director.

- D15 The host club must either:
- (a) make personal contact with each of the officials listed in Rule D14 whom it would like to officiate at its IPS or sanctioned meet, and obtain from each of those officials email confirmation that they will officiate at the meet; or
 - (b) ask the NSW Technical Director to provide all or some of the officials required by Rules D14 (a)–(c).
- D16 The host club must also provide the meet director at least two warm-up supervisors and two data-entry assistants (unless arrangements for paid assistants have already been made with the meet recorder) to officiate at any sanctioned meet. These people should have relevant experience, but need not hold any particular qualification.
- D17 The host club must arrange for appropriate medical officers to be in attendance at the meet from the start of the warm-up. These medical officers may be staff of the venue if they will be in attendance throughout the meet from the start of the warm-up. All medical officers must be qualified to operate defibrillating equipment, and that equipment must be available at the pool.
- D18 No later than 10 weeks before the date of the meet, the host club must submit to the NSW State office:
- (a) the completed Meet Sanction form, including the Meet Recording Options and Materials Required;
 - (b) the corrected flyer;
 - (c) electronic notifications from each required official referred to in Rules D14(a)–(c);
 - (d) payment of the sanction fee.
- D19 If satisfied that these Rules have been complied with, the NSW State office will within seven days send the host club a sanction confirmation letter with sanction number, together with the following documents which may be in hard copy or available on the State website:
- (a) Meet Director’s checklist;
 - (b) Warm-up safety instructions; and
 - (c) Incident Report form for the medical officer.
 - (d) MSNSW Risk Assessment. This must be returned to the office 1 week before the event.

Meet Programs

- D20 A IPS meet must include at least one event in each of the four strokes (freestyle, backstroke, breaststroke and butterfly) and at least one relay event.
- D21 In a choice-of-stroke event, the five strokes (freestyle, backstroke, breaststroke, butterfly and individual medley) should be swum in separate heats but may be swum in any order.
- D22 Relay events at IPS meets must be swum in the following three categories: male, female and mixed (though not necessarily in that order).
- D23 Each swimmer may swim in a total of three individual and one relay events or two individual and two relay events in sanctioned meets that are scheduled to start competition at or after 11:30 am. Each swimmer may swim in a total of four individual and one relay events or three individual and two relay events in one-day meets that starts earlier than 11:30 am.

- D24 In IPS meets each swimmer may swim only once in each relay event.
For example, in a 4 x 50m freestyle relay, a swimmer may swim in a women's team (or a men's team as the case may be) OR a mixed team, but not in BOTH a women's team (or men's team as the case may be) AND a mixed team.
- D25 The meet director will determine how many teams each club may enter in each age group in each relay event.
- D26 Rule A4(e) of these Rules will apply to determine which swimmers are eligible to score IPS points. The meet director may determine if points are to be scored for other awards made at that meet.
- D27 If the program of events at a IPS meet is not completed for any reason, no IPS points shall be recorded from that meet for the IPS Trophy and Club Average Point Score Shield competitions, but all records and top ten and aerobic swim times recorded will be eligible for recognition as such (subject to the completion of any other necessary formalities).
- D28 A full program of events must be prepared and submitted for publication on the MSNSW website within 3 days of the close of entries, and hard copies provided on the day of the meet for officials. The published program must contain the following minimum information:
- (a) MSNSW logo;
 - (b) The name, date, venue and street address of the meet;
 - (c) host club name;
 - (d) The starting times for warm-up and competition;
 - (e) List of all events, with estimating starting times;
 - (f) List of officials, as nominated in the meet sanction documents, unless otherwise approved;
 - (g) Cancer Council logo, with statement regarding applicable MSNSW meet policies.
 - (h) List of all competing clubs and competitors;
 - (i) Seedings for all events;
 - (j) A version number and revision date if applicable;
- D29 The results of all sanctioned meets must be recorded on the official MSNSW recording system.
- D30 At the end of competition of each IPS meet, the winners of each age group, the IPS points awarded to each club and the average point score results will be published on the website. Any other prizes or awards given by the host club will also be announced.
- D31 An official can appear only once on the sanction form for a meet, and in one position. However, the meet director may act in a second official position.
- D32 The MSNSW board retains discretion at all times to modify the application of these Rules, or to exempt a host club from their application, in exceptional or unexpected circumstances.

E. Annual Swimming Awards

- E1 Swimmer of the Year will be awarded to the male and female swimmers whose performances are judged by the MSNSW board to be the best over the previous season, taking into account both swimming excellence and participation.
- E2 Age Group Champion awards will be presented each year for each sex to the swimmer in each age group who, over a calendar year, accumulates the most points for individual swims in the following competitions:
- (a) All IPS meets;
 - (b) The NSW State long-course, short-course and long-distance championships;
 - (c) Any other meet sanctioned by MSNSW (but not any other meet sanctioned by Masters Swimming Australia or Swimming NSW or Swimming Australia unless it is expressly declared by the board of MSNSW to be included in this competition);
and
 - (d) The national championships but only if it is held in either New South Wales or the Australian Capital Territory.

F. Endurance Swimming

- F1 Endurance 1000 is a program offered to all masters swimming clubs in Australia to encourage swimmers to improve their fitness and endurance. Details of the program are available on the Masters Swimming Australia web site.
- F2 MSNSW awards two trophies for this program every year to member clubs of MSNSW: one to the club with the highest total number of points; and one to the club with the highest average points per member.
- F3 MSNSW presents an award every year to each MSNSW swimmer who earns maximum points or swims all events in the program.
- F4 MSNSW has a NSW pathways program, which allows for replacement swims to be done if a swimmer cannot do a certain stroke for any reason. Information is available on the MSNSW website, along with forms for submission.
- F5 MSNSW presents an award every year to each MSNSW swimmer who completes all swims in the MSNSW pathways program.

G. SunSmart Sport Policy

- G1 MSNSW has a SunSmart Sport Policy and will provide leadership and support for its clubs in adopting sun-protection practices and policies because:
- (a) exposure to the sun's ultraviolet radiation (UVR) increases the risk of skin damage, skin cancer and damage to the eyes;
 - (b) Australia has the highest rates of skin cancer in the world;
 - (c) most skin cancer and eye damage can be prevented by simple measures;
 - (d) this policy will provide guidelines for incorporation of sun-protection practices into the operations of MSNSW.
- G2 MSNSW's SunSmart Sport Policy applies to swimmers, officials, administrators, volunteers, supporters and spectators.
- G3 The aims of the policy are:
- (a) to increase awareness of the importance of protecting skin and eyes from UVR and knowledge of ways to reduce exposure;
 - (b) to incorporate sun protection into safer sport practices;
 - (c) to incorporate sun protection into the uniforms of all officials and volunteers and practices of all participants;
 - (d) to incorporate the promotion of sun protection into the responsibilities of MSNSW role models: officials and administrators;
 - (e) to incorporate sun-protection information and practices into training and development programs; and
 - (f) to encourage and support the adoption of sun-protection practices and policy implementation by clubs.
- G4 MSNSW's sun-protection guidelines are as follows:
- (a) Whenever possible, reduce the time spent outdoors when UVR levels are at the highest (11 am to 3 pm Daylight Saving Time);
 - (b) Choose loose-fitting clothing in a tightly woven fabric to cover as much skin as possible;
 - (c) A collar worn turned up and longer sleeves provide better protection;
 - (d) Wear a hat with a broad brim to protect the face, ears and neck;
 - (e) Apply broad-spectrum, water-resistant sunscreen SPF 30+ at least 20 minutes before going outside;
 - (f) Reapply sunscreen every two hours, or when it has been wiped or washed off;

- (e) Whenever possible, wear wraparound sunglasses meeting the Australian Standard for UV protection (labelled AS 1067);
 - (f) Whenever possible, use available shade. However, be aware that reflected and scattered UVR, e.g. from swimming pools, can still damage skin even in the shade;
 - (g) Be a good role model for younger swimmers and encourage them to use sun-protection measures.
- G5 MSNSW's event management guidelines for clubs are that:
- (a) in order to avoid peak UVR times (11 am–3 pm Daylight Saving Time), they choose indoor pools for meets or outdoor pools with shade cover over the surrounding areas;
 - (b) they work towards improving provision of permanent and temporary shade structures at meets;
 - (c) they make announcements on sun protection over the public address system;
 - (d) they have officials' pre-meet checklists that include sun-protection and other safer sport practices;
 - (e) they have posters in change rooms, officials' rooms and at access points to spectator seating;
 - (f) they ensure meet officials are provided with hats, sun-protective uniforms and sunscreen or are provided with shade at outdoor meets;
 - (g) they provide clearly defined re-hydration points.
- G6 Training and development program facilitators are to act as role models and to:
- (a) incorporate sun-protection information in application forms, manuals and packs for participants;
 - (b) incorporate sun-protection behaviours and practices in planning of activities, e.g. using shade wherever possible;
- G7 MSNSW will disseminate the policy and provide support for clubs by informing them of their need to implement the SunSmart Sport Policy through:
- (a) newsletters, websites, social media;

H. SMOKE-FREE POLICY

- H1 There is a 100% ban on smoking and the use of e-cigarettes indoors at any programs of MSNSW and prohibition of smoking outdoors in the presence of athletes.

Section 6A of the Smoke-free Environment Act 2000 makes a number of outdoor public places smoke-free. From 7 January 2013, smoking is banned in open areas within the perimeter of all public swimming pool complexes in NSW.

The smoke-free laws also apply to the use of e-cigarettes (vaping).

I. Heat Policy for Meets Held in Hot and Humid Weather (This reflects the MSA policy from October 2022)

Masters Swimming Australia Inc recognises that physical activity during periods of hot weather affects people in different ways, and that the individuals concerned are responsible for paying careful attention to their own physical well-being during any form of activity undertaken in such conditions.

This Procedure is intended to assist the organiser (including Meet Directors conducting carnivals sanctioned by Masters Swimming Australia, Open Water Swim Event Managers and MSA Coaches) to reduce the effects of hot weather at any Masters Swimming activity.

MSNSW has a Kestrel 3000 Pocket Weather™ Metre, which is able to provide a reading of the Heat Index.

Heat Index may be used as a guide to potential Heat related disorders. Heat Index (HI) is sometimes referred to as the "Apparent Temperature" or "Feels Like" or "Heat Stress". The HI is calculated using temperature, relative humidity (RH) and wind speed. Apparent Temperature is calculated every 30 minutes at Bureau of Meteorology Sites at all reporting stations and local sites may be accessed online or through a mobile phone "app".

Where Bureau of Meteorology "Apparent Temperature is not available, such as indoor pools without air conditioning, Meet Directors conducting carnivals sanctioned by Masters Swimming Australia may use a weather meter.

Prior to and during any activity the Heat Index shall be reviewed periodically to assess whether the activity should be suspended.

Where the Heat Index attains a value between 27°C and 41°C, the activity organizer or coach and, for competitions, the Referee are to closely monitor the conditions, competitors and officials, taking into account factors which may include but are not limited to whether there are:

- (a) Shaded areas for both competitors and officials;
- (b) Sufficient officials to allow regular breaks to reduce exposure - as a guide 10 minutes per hour is the minimum up to 20 minutes per hour as heat index approaches 41°C.
- (c) Sunglasses, sunscreen and hats used by officials, competitors and spectators [SLIP, SLOP, SLAP, SEEK, SLIDE];
- (d) Adequate supplies of ice and cool drinking water;
- (e) Immediate access to qualified medical staff and emergency services.

Competitions are to be suspended when the Heat Index reaches 42°C, and should not be resumed until the activity coordinator, coach or if relevant the Meet Director and the Referee are satisfied that the ambient conditions permit safe resumption.

In circumstances where a scheduled meet is affected by extreme weather conditions, the MSNSW Board reserves the right to determine whether refunds will be issued. Refunds may be granted to swimmers who elect not to attend the meet due to such conditions. Any decision regarding refunds will be communicated to all registered swimmers for the affected meet.

The following table provides for descriptions of heat index relative to heat disorder symptoms which may be exhibited and recommended actions for athletes, coaches or officials at competitions or training.

Category	Heat Index	Possible Heat Disorders	Action
Extreme Danger	42°C or higher	Heatstroke or Sunstroke likely	Activity will be suspended, postponed until later in the evening, or held indoors at the coach's discretion. Stop all indoor activity unless air conditioning is available.
Danger	39°C -41°C	Sunstroke, muscle cramps and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity	Re-check heat index every 30 minutes to monitor for increase. Mandatory water breaks every 20 minutes for 10 minutes in duration. Means for cooling athletes should be available: including water sprinklers, fans, shade, iced towels etc.
Extreme Caution	33°C -38°C	Sunstroke, muscle cramps and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity	Re-check Heat Index every 30 minutes to monitor for increase. Mandatory water breaks every 30 minutes for 10 minutes in duration. Means for cooling athletes should be available: including water sprinklers, fans, shade, iced towels etc.
Caution	27°C -32°C	Fatigue possible with prolonged exposure and/or physical activity	Athletes should be watched closely for any heat distress, and frequent 10 minute water breaks should be taken

Heat Disorder Symptoms and Treatment

Heat stroke Heat stroke is a life-threatening emergency - call 000

Symptoms

- o Same symptoms as heat exhaustion except sweating stops
- o Mental condition worsens, confusion
- o Seizure
- o Stroke-like symptoms or collapsing
- o Unconsciousness

What to do

- o Call an ambulance - phone 000
- o Get the person to a cool area and lay them down
- o Remove clothing
- o Wet skin with water, fanning continuously
- o Position an unconscious person on their side and clear their airway

Heat exhaustion

Symptoms

- o Pale complexion and sweating
- o Rapid heart rate
- o Muscle cramps, weakness
- o Dizziness, headache
- o Nausea, vomiting
- o Fainting

What to do

- o Go to a cool area and lie down
- o Fan if possible
- o Drink cool water if not vomiting
- o Remove outer clothing
- o Wet skin with cool water or wet cloths
- o See a doctor

Heat cramps

Symptoms

- o Muscle pains
- o Spasms in the abdomen, arms or legs

What to do

- o Stop activity and sit quietly in a cool place
- o Drink cool water o Rest a few hours before returning to activity
- o See a doctor if cramps persist

Sunburn

Symptoms

Redness and pain. In severe cases: swelling of skin, blisters, fever, headaches.

What to do

There is no cure for the symptoms of sunburn except time and patience. Treatment aims to help manage the symptoms while the body heals.

Suggestions include:

- o Drink plenty of water, because spending time in the sun can lead to dehydration as well as sunburn.
- o Gently apply cool or cold compresses, or bathe the area in cool water.
- o Avoid using soap as this may irritate your skin. o Speak to a pharmacist about products that help soothe sunburn. Choose spray-on solutions rather than creams which require rubbing in by hand.
- o Don't pop blisters. Consider covering itchy blisters with a wound dressing to reduce the risk of infection.
- o If your skin is not too painful, apply moisturiser. This won't stop the burnt skin from peeling off, but it will help boost the moisture content of the skin beneath. Do not apply butter to sunburnt skin.
- o Take over-the-counter pain-relieving medication, if necessary.
- o Keep out of the sun until your skin has completely healed.

For further information on MSA Safety Policy & Procedures, access policy here:

<https://mastersswimming.org.au/wp-content/uploads/2018/10/MSA-Safety-Policies-and-Procedures-OCT-2022.pdf>

J. Swimming Records Procedures

General Requirements

- J1 The meet must have been sanctioned, or co-sanctioned by MSNSW or states affiliated with Masters Swimming Australia, and conducted to the standard required, by Masters Swimming Australia, or an affiliated State of Masters Swimming Australia.

State (NSW/ACT) Record Procedure

- J2 A NSW State record can only be set at a meet sanctioned by MSNSW or states affiliated under Masters Swimming Australia, this includes any dual sanctioned meets with Swimming NSW or Swimming Australia.
Any NSW State record set at a meet held in NSW/ACT using the standard recording software used by MSNSW will be processed automatically by the MSNSW meet recorder and the MSNSW records recorder.
- J3 The following procedure applied to any NSW State record set at any other sanctioned or co-sanctioned meet (i.e. any meet held outside the NSW/ACT and any meet within NSW/ACT at which the standard recording software used by MSNSW was not used). An electronic copy of the relevant results file must be sent to the MSNSW recorder and the MSNSW State Administrator within 30 days of the meet, or they will be rejected.

National Record Procedure

- J4 As per Masters Swimming Australia Inc. Swimming Rules (inc. Multi-Class) December 2025 rule SW12.6.11M National Records may be broken or set at:

SW 12.6.11.1M Any swim meet involving two or more clubs that has been sanctioned by the -Masters Swimming Australia or any of its affiliated States or Territory.

SW 12.6.11.2M Any official Masters Swimming Australia co-sanctioned meet with Swimming Australia, including those conducted or sanctioned by an affiliated State -or Territory;

SW 12.6.11.3M Subject to SW 12.6.11.5M, World Aquatics World Masters meets;

SW 12.6.11.4M Subject to SW 12.6.11.5M, any Masters meet which has been sanctioned by World Aquatics or any of its affiliated members, subject to approval by the National Recorder; These Procedures apply to any application for any national record at any meet, irrespective of the recording system used.

Therefore, all National Records will be processed by the National Recorder when submitted to our recording system.

World Record Applications

J5 As per Masters Swimming Australia Inc. Swimming Rules (inc. Multi-Class) December 2025 rule SW 12.5M MASTERS WORLD RECORDS

SW 12.5.1M World Records for all events listed in World Aquatics Masters Rule MSW 2 for both sexes in each age group shall be recognized and maintained in 1/100 second time (2 decimal places) and according to the provisions listed on the application form.

SW 12.5.2M World Records will be accepted only when times are recorded by Automatic Officiating Equipment, or Semi-Automatic Officiating Equipment in case of Automatic Officiating Equipment system malfunction.

SW 12.5.3M Applications for World Records must be made on the World Aquatic official form and be forwarded to the National Recorder within 10 days of the end of the meet.

SW 12.5.4M The length of each lane of the course must be certified by a surveyor or other qualified official appointed or approved by the Member Federation in the country in which it is situated.

SW12.5.5M World Records can only be established in a Masters meet.

J6 Identity of relevant officials:

NSW Records Recorder:

admin@mastersswimmingnsw.org.au

Lauren Bradley
PO Box 6941
SILVERWATER NSW 2128

NSW Recorder:

recorder@mastersswimmingnsw.org.au

Craig Smith
PO Box 6941
SILVERWATER NSW 2128

National Records Recorder:

pmsamson@bigpond.net.au

Pauline Samson
PO Box 206
LINDISFARNE TAS 7015