

CARIFTA SWIMMING CHAMPIONSHIPS

GUIDELINES FOR GENERAL RULES OF COMPETITION

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UNANIMOUSLY ADOPTED AT THE CARIFTA CONGRESS HELD IN JAMAICA
IN 1999.

UPDATED TO INCLUDE CONGRESS DECISIONS IN 2000, 2001, 2002, 2003, 2004,
2005,2006.

1.....PARTICIPATING COUNTRIES

Invitation to participate in the Carifta Swimming Championships shall be extended to all swimming Federations of the CARIFTA Group of Nations, including (but not limited to) the following Countries:

- | | |
|---|--------------------------------|
| 1. Antigua & Barbuda | 11 Guyana |
| 2. Aruba (Congress 2002, B'DOS | 12 Jamaica |
| 3. Bahamas | 13 Netherland Antilles |
| 4. Barbados | 14 St Lucia |
| 5. Bermuda (Congress 2000, B'DOS) | 15 St Vincent & The Grenadines |
| 6. British Virgin Islands | 16 Suriname |
| 7. Cayman Islands | 17 Trinidad & Tobago |
| 8. Dominica | 18 Turks & Caicos Islands |
| 9. Grenada | (email vote 2002) |
| 10 Guadeloupe/Martinique/French Guiana
(French Antilles) | 19 US Virgin Islands |

2.....AGE GROUPS

SWIMMING:

2.1 Competitors may compete in the following age categories:

11-12 Girls & Boys

13-14 Girls & Boys

15-17 Girls & Boys

2.2 Synchronised Swimming:

Competitors will compete in the following age groups:

12 & Under Female

13-15 Female

16-18 Female (Congress 2002, Barbados)

2.3 Water Polo:

Competitors will compete in the following age groups:

18 & less Female

18 & less Male (Congress 2002, Barbados)

- 2.4 A competitor's age group shall be determined by the Competitor's age as of midnight on 31st December of the previous year in the case of Swimming, 31st December of the same year of the competition for Waterpolo and Synchronised Swimming. (Congress 2002, Barbados) Proof of age shall be determined by an official birth certificate or passport, which shall be produced upon registration of the competitors at the Championships.

3..... ELIGIBILITY

- 3.1...All participating Federations must be registered and in good financial standing with FINA, or, affiliated with a member of FINA in good financial standing.
- 3.2 All Competitors must be either citizens of the Country they represent, or, have been resident in that Country for at least 12 months prior to the entry deadline for the Championships. All Competitors must also be registered with, or a member of, the swimming Federation of the Country that they represent.
- 3.3 For the next three (3) years an athlete must have been resident in the Country he/she is representing for one (1) year prior to the Championships and must not have swum for another Country or be a member or represent another sport Country within the 12 month period. (Congress 2006, Barbados)**

4.....MEET ENTRIES

SWIMMING:

- 4.1 Each Country is limited to a maximum of 8 swimmers in each sex per age group to a maximum of 36 swimmers. (Congress 2005, Curacao)
- : --- Three (3) team officials for 1 to 12 competitors
--- Five (5) team officials for 13- 24 competitors
--- Seven (7) team officials for 25-36 competitors (Congress 2005, Curacao)
- 4.2 There is no limit to the number of individual events in which a competitor can participate.
- 4.3 Each Country may enter a maximum of 2 competitors in each individual event and one (1) relay team in relay events.
- 4.4 No substitutes or alternates will be allowed in individual events after the final entries have been submitted to the host Country.
- 4.5 In relay events, each Country may enter 4 competitors and may substitute any Competitors entered in the Championships.
- 4.6 No Competitor may participate outside of his or her age group.
- 4.7 Individual events longer than 200 Metres will be Timed Finals. All other events will have preliminary heats with one final event.

** 400, 800 & 1500 M Timed Final events: all heats except the fastest heat will be swum in the morning session. The fastest heat will be swum in the evening session.*

Additionally, the 13-14 and 15-17 age groups will be swum together, with the results distinguished based on the age groups.

NB: PROOF OF TIMES MUST ACCOMPANY ENTRIES FOR EVENTS 400 METRES & OVER. ENTRY TIMES WITHOUT PROOF WILL BE ENTERED AS- NT- “No Time”.
Competing Federations shall identify the meets at which swimmers made the times for the 400 & over events and the host Country is required to check the website for verification. (Congress 2006, Barbados). All times must be submitted as long course metres. (Congress 2001-Bahamas)

- 4.9 The fastest 8 Competitors in the preliminary heats of individual events, or, the fastest 8 Countries in the preliminary heats of relay events, will qualify for finals. The 9th and 10th fastest competitors or Countries in each preliminary event will be designated as alternates for finals.
- 4.10 Seeding of competitors or countries for preliminary heats and finals shall be in accordance with FINA Rules on seeding (SW3).
- 4.11 Any preliminary heat containing 8 or less competitors of Countries shall automatically be swum as a final.
- 4.12 The order of competitors in relay events shall be notified to the Computer Desk not later than one (1) hour prior to the start of the session in which the relay event is to be swum.
- 4.13 Scratches must be presented 30 (thirty) minutes prior to the start of the finals. Failure to comply with the above would trigger the following penalty:-Swimmer would not be allowed to participate in the day's events. If scratches occur at the end of the day then the swimmer would not be allowed to participate in the first event of the following day, except in the case of medical verification submitted to the meet referee. (Congress 2000, Barbados)

SYNCHRONISED SWIMMING:

- 4.1.1 Each Country may enter two (2) solos, two (2) duets and one (1) team per age group.
- 4.1.2. The team must comprise a minimum of four (4) and a maximum of eight (8) competitors.
- 4.1.3. No competitor may participate out of her age group, even it were an older age group than that of the competitor. (Congress 2002, Barbados)

Synchronised Swimming:

- 4.1.4 Delegations of four (4) competitors or less will be allowed one (1) team official.
- 4.1.5 Delegations of five (5) or more competitors will be allowed two (2) officials.
- 4.1.6 Delegations will be allowed two (2) qualified judges in addition to the above. (Congress 2002, Barbados)

WATER POLO:

- A. Each Country may enter no less than eight (8) and no more than thirteen (13) competitors per category.
- B. The specific team line up for a given game must be in the hands of the water polo referees at least thirty (30) minutes prior to the scheduled start of the game.
- C. A competitor may participate in both water polo and swimming and in the case of female competitors in water polo, swimming and synchronised swimming. (Congress 2002, Barbados)

Water Polo:

- A. Delegations of thirteen (13) competitors or less will be allowed two (2) team officials.
- B. Delegations of more than thirteen (13) but less than 26 competitors will be allowed three (3) team officials.
- C. Delegations will be allowed one (1) qualified referee in addition to the above. For each specific game, the referees and/or officials shall be appointed by the Organising Committee. (Congress 2002, Barbados)
- D. The host Country for Carifta each year shall approach FINA to sponsor a Waterpolo clinic to which other Federations would be invited. (Congress 2006, Barbados)**
- E. Waterpolo would be staged a weekend other than that of swimming and if warranted at another location. (Congress 2006, Barbados)**
- F. Meet entry fees for waterpolo per waterpolo team was fixed at US\$100.00.(Congress 2006, Barbados)**

5.....POOL FACILITIES AND TIMING SYSTEMS

- 5.1 The Championship shall be held in a 50 metre pool containing at least 8 lanes according to FINA specifications.
- 5.2 Computerised electronic Automatic Officiating Equipment and Semi Automatic Officiating Equipment shall be used at all Championships and must incorporate a minimum of 2 (two) push buttons. In the Absence of (2) push buttons, three (3) stop watches must be used. (Carifta Congress, Barbados 2000)
- 5.3 In addition, 3 timers with digital stopwatches shall be assigned to each lane.
- 5.4 The swimming pool for the Championships shall be made available for all Countries for warm-ups and practice not less than 90 minutes before the scheduled starting time of each session.

6.....MEET ENTRY FEES

- 6.1...At the discretion of the host Country, meet entry fees may be charged and shall not exceed **US\$ 3.50 per Competitor per individual event.(Congress 2006, Barbados)**
- 6.2 **Relay entries fees fixed at US\$7.50 per relay entry.(Congress 2006, Barbados)**
- 6.3 **Waterpolo team entry fees fixed at US\$100.00 per water polo team. (Congress 2006,Barbados)**

7.....TECHNICAL MEETING

- 7.1 Before the commencement of the swimming events, the host Country shall hold a Technical Meeting for all participating Countries. The purpose of the Technical Meeting shall be to allow delegations to discuss and resolve any matters relating to the programme of events, seeding of competitors, correction of entries, pool facilities, scratching of competitors and related matters.

8.....PROTESTS

- 8.1 All protests shall be submitted to the Referee in writing within 30 minutes after the event giving rise to the protest, accompanied by a Protest Fee of US \$25.00, and shall be signed by the Team Manager of the protesting Country. If the protest is upheld by the Referee or the Jury of Appeal, the Protest Fee shall be returned.

9.....JURY OF APPEAL

- 9.1 There shall be a Jury of Appeal at each Championship to adjudicate all appeals against the Referee's rejection of a protest.
- 9.2 Each Country shall be entitled to nominate a representative to serve on the Jury of Appeal, such nomination to be submitted in writing at the Technical Meeting.
- 9.3 The Jury of Appeal shall be comprised of 3 disinterested persons drawn from the pool of nominees submitted by each Country.

10.....SCORING

- 10.1 The point scoring system for the first and subsequent places in individual events shall be as follows:

First Place	9 points
Second Place	7 points
Third Place	6 points
Fourth place	5 points
Fifth Place	4 points
Sixth Place	3 points
Seventh Place	2 points
Eighth Place	1 point

- 10.2 The Point scoring system for relay events shall be double the points for individual events.

11.....AWARDS

- 11.1 A High Point Trophy will be awarded to the Country gaining the most points overall.
- 11.2 Medals will be awarded for the First, Second and Third Places in individual and relay events.
- 11.3 Independent scoring will be kept in each discipline with the trophies awarded to the top three **TEAMS** overall in each discipline.
- 11.4 Trophies will be presented to the age group champion in each age group-female & male.
- 11.5 Medals and trophies will be presented during the evening sessions and at the Closing Ceremony.

- 11.6 In Synchronised swimming the places will be determined according to their score.

The competition programme for Water polo is as follows:

- 11.7 The competition system will be based on the number of participating teams.
- 11.8 Provisionally, games will be played between 12:00 and 2:30 PM.
- 11.9 In the event that only two teams participate, the Championship will be decided in a three game series. The first team to win two games will be awarded the Gold medal.
- 11.10 If more than two (2) teams participate, a single round robin will be played. The standings will be determined by awarding two (2) points per win and one (1) per tie. The team with the most points will be awarded the Gold Medal, second the Silver etc. In the event that the teams are tied on points, the winner of the game between those two teams will determine the placing. In the event that the teams play to a tie, the team with the better goal average will be awarded the higher placing.
- 11.11 The final competition programme will be determined at the Technical Meeting. The Organising Committee will undertake an evaluation after receiving the preliminary entries. If changes become apparent due to the number of entries, the affected Federations will be consulted.
- 11.12 For all categories the ball that will be used shall be the one that satisfies the technical requirements of FINA. The Organising Committee will select the ball.
(11.4-11.12 -Congress 2002, Barbados)
- 11.13 The pool will be opened 90 minutes before the scheduled start of the Competition Session
The pool will be closed 15 minutes before the start of the competition.

12.....FLAGS AND ANTHEMS

- 12.1 Each participating Country shall provide two (2) national flags measuring not more than 4 feet by 6 feet to the host Federation.
- 12.2 Each participating Country shall provide a cassette tape recording of their National Anthem to the host Federation.

13.....CEREMONIES

- 13.1 An opening ceremony shall be held **on the day before the start of the Championships. The technical meeting and accreditation shall take place after the conclusion of the Ceremony. (Congress 2006, Barbados)**
- 13.2 A Closing Ceremony shall be held at the conclusion of the Championships, at which time the High Point Trophy is presented to the winning Country.
- 13.3 During the Championship, medal presentation ceremonies may be held. The flags of the Countries winning the first three (3) places in each event will be raised and the National Anthem of the Competitor or Country winning the event will be played.

14.....TRANSPORTATION

- 14.1 Participating Countries are responsible for arranging their own transportation to and from the host Country and the cost of travel.
- 14.2 The host Federation shall be responsible for arranging ground transportation for all Countries participating in the Championship, commencing on the day before the championship begin and concluding on the day after the final event is swum.

- 14.3 The host Federation shall be responsible for the cost of ground transportation to and from an arrival/departure site in the host Country and between accommodation facilities and the pool site for all Countries participating in the Championship, commencing on the day before the Championship begin and concluding on the day after the final event is swum. Where this is not possible, the host Federation shall notify all participating Countries of the actual or projected costs for ground transportation between these locations as soon as possible.

15.....GOVERNING RULES

- 15.1 The Championship shall be conducted in accordance with the FINA Rules of Swimming in force at the time of the competition.

16.....MEET OFFICIALS

- 16.1 The host Federation shall be responsible for providing sufficient numbers of officials for the Championships.
- 16.2 Participating Countries may nominate persons to officiate at the Championships in the Capacities of Referees, Starters and Judges, subject to the approval of the host Country (Congress 2000, Barbados) and once accepted by the host Federation will be allowed the Carifta rate. (Congress 2005, Curacao)

17.....ACCOMMODATION AND MEALS

- 17.1 The host Federation shall be responsible for arranging living accommodation for all Countries participating in the Championship, commencing on the day before the Championship begin and concluding on the day after the final event is swum at a reasonable cost per person.
- 17.2 Where possible, the host Federation shall endeavour to ensure that the provision of Breakfast, lunch and dinner is included in the price of the accommodations at a reasonable cost per person. Where this is not possible, the host Federation shall notify all participating Countries of the actual or projected costs of any meals that are not included in the price of accommodation as soon as possible.

17.3 The Accommodation rate was fixed at US \$50.00 per person per day for 4 persons in a room and including breakfast and dinner. (Congress 2006, Barbados)

18..... PROGRAMME OF EVENTS

- 18.1 The programme of events for the Championship shall be swum over the four days in the following order: (Congress 2004, Bahamas) The 50 M stroke events were added to the order of events.(Congress 2004, Bahamas). The following revised order of events was approved at a meeting of the Carifta Territories held in Jamaica at the National Stadium on Tuesday, July 6, 2004 during the celebration of CISC 2004.

DAY 1
800 M Freestyle (slower heats)
1500 M Free (slower heats)
200 M Breaststroke
50 M Backstroke
4 x 100 M Freestyle Relay

Session 1
13-14, 15-17
13-14, 15-17
All Age Groups
All Age Groups
All Age Groups

Morning
Timed Finals
Timed Finals
Prelims
Prelims
Prelims

DAY 1
800 M Freestyle (faster heat)
1500 M Free (faster heat)
200 M Breaststroke
50 M Backstroke
4 x 100 M Freestyle Relay

Session 2
13-14, 15-17
13-14, 15-17
All Age Groups
All Age Groups
All Age Groups

Afternoon/Evening
Timed Finals
Timed Finals
Finals
Finals
Finals

DAY 2
200 M Free
50 M Butterfly
100 M Backstroke
400 M Individual Medley (slower heats)
(Congress 2006, Barbados)
4 x 100 M Medley relay

Session 3
All Age Groups
All Age Groups
All Age Groups
All Age Groups
All Age Groups

Morning
Prelims
Prelims
Prelims
Timed Finals
Prelims

DAY 2
200 M Free
50 M Butterfly
100 M Backstroke
400 M Individual Medley (faster heat)
(Congress 2006, Barbados)
4 x 100 M Medley relay

Session 4
All Age Groups
All Age Groups
All Age Groups
All Age Groups
All Age Groups

Afternoon/Evening
Finals
Finals
Finals
Timed Finals
Finals

DAY 3
200 M Ind Medley
50 M Breaststroke
100 M Freestyle
200 M Butterfly
4 x 200 M Freestyle Relay

Session 5
All Age Groups
All Age Groups
All Age Groups
All Age Groups
13-14; 15-17

Morning
Prelims
Prelims
Prelims
Prelims
Prelims

DAY 3
200 M Ind Medley
50 M Breaststroke
100 M Freestyle
200 M Butterfly
4 x 200 M Freestyle Relay

Session 6
All Age Groups
All Age Groups
All Age Groups
All Age Groups
13-14; 15-17

Afternoon/Evening
Finals
Finals
Finals
Finals
Finals

DAY 4	Session 7	Morning
400 M Freestyle(slower heats)	All Age Groups	Timed Final
50 M Freestyle	All Age Groups	Prelims
100 M Breaststroke	All Age Groups	Prelims
200 M Backstroke	All Age Groups	Prelims
4 x 50 M Freestyle Relay	All Age Groups	Prelims
DAY 4	Session 8	Afternoon/Evening
400 M Freestyle (faster heat)	All Age Groups	Timed Finals
50 M Freestyle	All Age Groups	Finals
100 M Breaststroke	All Age Groups	Finals
200 M Backstroke	All Age Groups	Finals
4 x 50 M Freestyle Relay	All Age Groups	Finals

19.....CARIFTA CONGRESS

- 19.1 Each year during the Championship, all of the participating Countries shall meet in Congress.
- 19.2 Each participating Country shall be entitled to nominate 2 persons to act as their delegates at the Congress but each Country shall only be entitled to one (1) vote.
- 19.3 The purpose of the Congress shall be to discuss and resolve any problems arising during the Championship then in progress, to decide upon any changes or amendments to the rules for conducting the Championship, to decide upon any special terms or conditions for hosting the Championship, to approve the host Country for the next Championship and to decide upon any matters that the Congress deems appropriate.
- 19.4 In odd-numbered years, the Championship shall be held in a Country in the Southern Caribbean and in even-numbered years the Championship shall be held in a Country in the Northern Caribbean. Countries south of Dominica are deemed to be in the Southern Caribbean and Countries north of Dominica are deemed to be in the Northern Caribbean.
- 19.5** The Championship shall be held in April of each year not later than the weekend following Easter or in a worse case the Easter weekend. (Congress 2005, **Curacao**). **The host Country should request permission from the Presidents of participating National Federations to make changes to the agreed dates. Any approach to make a change should be resolved before September 01 of the year preceding the Championships. (Congress 2006, Barbados)**
- 19.6 Any motions which a participating Country wishes to be included on the Agenda for each Congress shall be submitted in writing to the host Federation on or before the meet entry deadline.
- 19.7 One (1) Delegate only from the Country proposing a motion shall be given the opportunity of speaking for up to 10 minutes on the motion. The Delegate has the right of reply for up to 5 minutes before a vote is taken.

- 19.8 One (1) delegate only from another Country may speak only once for up to 10 minutes on the motion. The duration of all speeches may be extended by the Chairperson of the Congress, but only if such duration is announced by the Chairperson prior to the commencement of the speeches.
- 19.9 Before submitting the motion to vote, The Chairperson shall present the question in concise, clear and unequivocal terms. All decisions of the Congress shall be made on the basis of a simple majority vote by one (1) delegate from each participating Country present at the Congress.
- 19.10 The methods of voting which may be adopted by the Congress (for or against) are: (1) by a show of hands; (2) by calling the roll of participating Countries; or, (3) by a secret ballot (which procedure must be proposed and seconded).
- 19.11 The Host Country will be responsible for producing the list of revised records to be circulated with the results and minutes to each Federation.
- 19.12 **The minutes must be circulated within three months from the conclusion of the Championships. (Congress 2004, Bahamas, Congress 2006, Barbados)**
- 19.13 **Competing Federations should identify the meets at which swimmers made the times for the 400 M & over events and the host Country should check the website for verification of times (Congress 2006, Barbados)**
- 19.14 **Regional database of times using Hy-Tech technology should be set up. The host Country for Carifta 2007 to initiate the project. (Congress 2006, Barbados)**
- 19.15 **Photographs must be submitted in .jpeg format and be 640 cm x 480 cm. (Congress 2006, Barbados.)**
- 19.16 **In the event that the host Country has the necessary facilities to stage all three disciplines, then they should be hosted together-other wise the 3 disciplines would be separated in any year that the bidding Country could not host all three successfully. (Congress 2006, Barbados)**
- 19.17 **Bids for hosting the three (3) disciplines would be made separately even if the disciplines were being hosted in the same Country. (Congress 2006, Barbados)**
- 19.18 **All competitors must sign a disclaimer before competing. (Congress 2006, Barbados)**

ADDENDUM “A”

20 PRELIMINARY (NUMERICAL) ENTRIES

- 20.1 Each participating Country shall submit an **Official Preliminary entry form** to the host Country, specifying the number of competitors, team officials and meet officials by sex, no later than midnight (local time in the host Country) on a date not later than seven (7) weeks before the first day of competition.
- 20.2 Preliminary entries shall also include the following details.
- 20.1.2 The names of any persons nominated by each participating Country to act as Meet Officials and the capacity in which they are qualified to officiate.

21 FINAL ENTRIES

- 21.1 Each participating Country shall submit an Official Final Entry Form to the host Country, specifying the name, date of birth, events and the entry time of each competitor in each age group no later than midnight (local time in the Host Country) on a date not later than (3) weeks before the first day of competition.
- 21.2 Final entries shall also include the following details:
 - 21.2.1 The names of the 4 Team officials from each participating Country and the position held by each person.
 - 21.2.2 2 passport sized photographs of each competitor, Team official and meet Official.
 - 21.2.3 A profile of each Competitor, Team Official and Meet Official, with details of any national or international achievements.
 - 21.2.4 Details of the arrival and departure of each participating Country (if available).

22.....DOPING CONTROL

- 22.1 Subject to the availability of funds, Doping Control tests may be conducted during the competition in accordance with the guidelines established by the IOC and FINA Rules and Regulations.
- 22.2 Any competitor refusing to submit to a medical control or examination, or who is found guilty of doping, shall have his/her accreditation withdrawn and be excluded from the current Championship and possibly other competitions in accordance with the penalties established by the IOC and FINA Rules and Regulations.

23 CERTIFICATE OF PARTICIPATION

- 23.1 Each Competitor in these Championships shall receive a certificate from the host Country in recognition of their achievement.

24 OFFICIAL RESULTS

- 24.1 The host Country shall publish and distribute a computer print-out of the official results of the current Championship to all participating Countries.

25 INSURANCE COVERAGE

Member territories are responsible for insurance coverage for their respective teams. (Congress 2002, Barbados)

26 HOST COUNTRY

In the event that that elected host Country is unable to fulfill its obligations this must be indicated to the other member nations by December 15th of the particular year. (Congress 2002, Barbados)

27 DISCIPLINES:

- 27.1** Waterpolo and Synchronised swimming will be added to the Carifta Portfolio of events. (Congress 2002, Barbados)
- 27.2** **The three (3) disciplines of swimming, waterpolo and synchronised swimming may be hosted separately according to the resources of the bidding Country. (Congress 2006, Barbados)**