



**ISSA HIGH SCHOOLS & TERTIARY INSTITUTIONS  
SWIMMING CHAMPIONSHIPS  
FRIDAY, NOVEMBER 30<sup>th</sup>, 2018**

- ASAJ SANCTION #:** 31824
- VENUE:** National Aquatic Centre Pool 8-Lane 50 M competition pool  
(with 25 M warm up pool)
- DATES & TIMES:** Friday, November 30<sup>th</sup>, 2018 8:30 a.m. & 1:30 p.m.  
Pool will be opened 1½ (one and a half) hours before starting time.
- OPENING CEREMONY:** Friday, November 30<sup>th</sup>, 2018 8:15 a.m.
- ELIGIBILITY:** All Secondary Schools and Universities/Colleges and other accredited Tertiary Institutions are invited to participate.  
Ages for the meet shall be as of midnight **August 31<sup>st</sup>, 2018**.
- ENTRY LIMITS:**
- Number of events per swimmer – five (5) including relays
  - Number of entries per school (individual) – three (3) per event, except 50M Freestyle – five (5) per event.
  - 100M and 200M individual events **MUST** have seed times.
  - Number of entries per school (relays) – two (2) per relay event
- ENTRY FEES:** **N.B. ENTRIES SHOULD BE SUBMITTED VIA HY-TEK SOFTWARE. NO MANUAL ENTRIES ALLOWED.**  
There is no entry fee for schools registered with the Inter-Secondary Schools Sports Association (ISSA.) For all other teams, the following entry fees apply:  
J\$300 per swimmer  
J\$500 per relay entry  
**ENTRY FEES MUST BE PAID BEFORE THE START OF MEET.**
- ENTRY DEADLINE:** **4:00 PM on Friday, November 16<sup>th</sup>, 2018.**  
Entry fees must be paid at the ASAJ Office at the National Aquatic Centre, Independence Park, Kingston 5. Entries are to be submitted in electronic form using Hytek software and emailed to [aquaticsja@gmail.com](mailto:aquaticsja@gmail.com)  
The entry list (sorted by swimmer) from Hy-tek Team Manager **MUST** accompany the entries, duly signed by the Principal of the School, and stamped. Paper copy of the entries may be delivered to the ASAJ office at the National Aquatic Centre, Independence Park, Kingston 6 or faxed to 920-6219 or emailed to [aquaticsja@gmail.com](mailto:aquaticsja@gmail.com). Schools submitting the list by fax **MUST** call telephone number 920-6229/30 to confirm the number of pages received and that the pages are legible



**ISSA Schools and Intercol Institutions - All swimmers from ISSA Schools and Intercol Institutions MUST be registered via [brawtasports.net](http://brawtasports.net).**

1. Register online @[www.brawtasports.net](http://www.brawtasports.net).  
(Roster and academic submission opens October 15<sup>th</sup> – 26<sup>th</sup>, 2018)  
If password has not already been obtained, please contact BrawtaSports for access at: [operations@brawtasports.net](mailto:operations@brawtasports.net).
2. Generate ISSA Registration Submission document which MUST be signed by the Principal at the end of the registration process.
3. Submit the ISSA Registration Submission document to the ISSA Offices on or before the stated deadline.
4. Print the Submission Status document from the system and submit to the ASAJ. This is in addition to the entries sent to the ASAJ in electronic form using Hy-tek software and e-mailed to: [aquaticsja@gmail.com](mailto:aquaticsja@gmail.com). Entries MUST first be submitted to BrawtaSports for verification.

NON-ISSA Schools - Hardcopy Entry Reports and Entry Fees must be delivered to the ASAJ office at the National Aquatic Centre, Independence Park, KIN 6.

**RULES:**

FINA Rules and ASAJ By-Laws in force at the time of the competition will apply. FINA Starting rule SW 4 will apply - Any swimmer starting before the starting signal has been given, shall be disqualified. See additional Rules and Regulations on page 2 of this Summons.

**PROGRAMME:**

All events will be swum as timed finals. See attached programme.

**NOTE:**

1. **Individual entries** must be indicated in the entry file with **Seed Times**.
2. **Relay entries** must be indicated in the entry file with **Seed Times**. **Relay-only swimmers MUST be declared on the entry.**
3. The **Date of Birth** for each swimmer must be included in the Entry File.

**TECHNICAL MEETING:**

There will be no technical meeting. Entries submitted by schools will be forwarded via email for verification by coach/school and corrections forwarded by return email.

**MARSHALLING**

1. There will be no Marshalling Area for the meet. The next heat must be behind the blocks while the current heat is in progress.
2. The coaches are responsible to get their swimmers to the starting block. It is the responsibility of the swimmer to swim in the correct lane and heat assigned to him/her. If a swimmer swims in the wrong lane or heat then the swimmer will automatically be disqualified.
3. Once the swimmers are under the starter's orders and he has taken control of the race (after second whistle), no swimmer may then enter the race. If this occurs, the swimmer will be disqualified and not allowed to swim.

## **ADDITIONAL RULES AND REGULATIONS**

### **VOLUNTEERS**

1. Arm Bands will be provided for Officials and Coaches. ID cards will be provided to all ISSA Registered Swimmers.
2. Each swimmer is required to present their I.D. card at the entrance gate for the Meet. Swimmers who fail to present their ID card will have to pay the prescribed entry fee. Abuse of these entry regulations will result in confiscation of the ID card and the appropriate disciplinary action taken against the offender and the respective school.
3. Schools are required to provide volunteers to act as timekeepers and perform other functions essential to the smooth running of the competition. Armbands will be issued to those schools who submit the names of their volunteers with the entries. Volunteers **MUST** report to the Meet Director at least sixty (60) minutes before the start of the session. Schools that do not provide the following number of volunteers will not be allowed to participate in the competition.
  - 1-10 swimmers: 1 coach, 1 timekeeper
  - 11-15 swimmers: 1 coach, 1 manager, 2 timekeepers
  - 16-25 swimmers: 2 coaches, 2 managers, 3 timekeepers
  - 26-39 swimmers: 2 coaches, 2 managers, 4 timekeepers
  - 40 or more swimmers: 3 coaches, 2 managers, 5 timekeepers

### **ENTRIES AND RESULTS**

1. Competitors will only be allowed to swim in their respective Age Group. If competitors swim outside of their Age Group the offending school(s) will be disqualified from the competition.
2. Substitutions will not be allowed in either the Individual or Relay events. Only the named swimmer entered in the respective event will be allowed to compete. Schools found in violation of this will be disqualified from the competition.
3. All swimmers entered must be registered with their respective Schools and BrawtaSports.
4. As per ISSA rules, swimmers who transfer between Government High Schools between grades 7-11 are ineligible to compete for a new school for one (1) year.
5. All scratches and name spelling corrections and checking of the original entry are to be done via email response after receiving the entries as submitted by Hy-Tek.
6. Relay cards are in duplicate. The original must be handed in to the Recorder thirty (30) minutes before the start of the first event of the particular session. The copy must be handed to the Head Lane Time-keeper at the beginning of the event. Any change must be made at least four (4) events prior to the scheduled event number, after that on presentation of a medical certificate only. The swimmers must be named in order of swimming in accordance with FINA rules.
7. No late entries will be accepted unless in very extreme circumstances at the discretion of the ISSA and the Meet Coordinator.
8. Mixed gender relays for Universities/Tertiary Institutions are to comprise of two (2) males and two (2) females. They can swim in any order deemed necessary by the team manager but this must be stated on the relay form.



## AWARDS AND POINTS

1. Points for each event will be awarded as follows: 9, 7, 6, 5, 4, 3, 2, 1 for places first to eighth respectively for individual events. For relays the points will be; 18, 14, 12, 10, 8, 6, 4, 2 for places 1st to 8th respectively. Points will be awarded separately for the 17-18 (High) and University/Tertiary Institutions.
2. High School - Medals will be awarded for places first to third for each event. Universities/Tertiary Institutions - Medals will be awarded separately for places first to third.
3. A High Point Trophy will be awarded to the top individual point scorer in each Age Group female and male.
4. Trophies will be awarded as follows:
  - There will be no trophy for a combined/overall winning school in the High Schools section
  - There will be a trophy for the school that wins the female and male division (all high schools)
  - There will be a trophy awarded to the top female and male school registered with ISSA
  - There will be a trophy for the overall winning University/Tertiary Institution.



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**ORDER OF EVENTS**

**MORNING SESSION 8:30 AM**

**AFTERNOON SESSION 1:30 PM**

<b>Event</b>	<b>Sex</b>	<b>Dist</b>	<b>Stroke</b>	<b>Age Group</b>	<b>Event</b>	<b>Sex</b>	<b>Dist</b>	<b>Stroke</b>	<b>Age Group</b>
1/2	F/M	200	M Freestyle	OPEN	29/30	F/M	200	M Ind. Medley	OPEN
3/4	F/M	50	M Backstroke	12 & Under	31/32	F/M	50	M Breaststroke	12 & Under
5/6	F/M	50	M Backstroke	13 - 14	33/34	F/M	50	M Breaststroke	13 - 14
7/8	F/M	50	M Backstroke	15 - 16	35/36	F/M	50	M Breaststroke	15 - 16
9/10	F/M	50	M Backstroke	17 & Over	37/38	F/M	50	M Breaststroke	17 & Over
11/12	F/M	100	M Breaststroke	OPEN	39/40	F/M	100	M Freestyle	12 & Under
13/14	F/M	50	M Freestyle	12 & Under	41/42	F/M	100	M Freestyle	13 - 14
15/16	F/M	50	M Freestyle	13 - 14	43/44	F/M	100	M Freestyle	15 - 16
17/18	F/M	50	M Freestyle	15 - 16	45/46	F/M	100	M Freestyle	17 & Over
19/20	F/M	50	M Freestyle	17 & Over	47/48	F/M	50	M Butterfly	12 & Under
21/22	F/M	4x50	M Free Relay	12 & Under	49/50	F/M	50	M Butterfly	13 - 14
23/24	F/M	4x50	M Free Relay	13 - 14	51/52	F/M	50	M Butterfly	15 - 16
25/26	F/M	4x50	M Free Relay	15 - 16	53/54	F/M	50	M Butterfly	17 & Over
27/28	F/M	4x50	M Free Relay	17 & Over	55/56	F/M	4x50	M Medley Relay	12 & Under
					57/58	F/M	4x50	M Medley Relay	13 - 14
					59/60	F/M	4x50	M Medley Relay	15 - 16
					61/62	F/M	4x50	M Medley Relay	17 & Over