



SAMS INTEGRATED HANDBOOK

February 2025

CONTENTS

CHAPTERS

1.	OVERVIEW (Objectives, History)	03
2.	GENERAL (Membership, Presidents' Meetings, Finance, SSA/Affiliates,)	07
3.	SAMS' CONSTITUTION	27
4.	RULES (Pertinent masters' FINA/SSA/SAMS rules: application forms and procedures for records & colours)	38
5.	REGISTRATIONS: (Flow chart; forms; Methods and Procedures)	44
6.	TEAM MANAGER (Tutorial; Capture of athlete names; SSA ID number)	50
7.	MEET MANAGER (Tutorial)	55
8.	LONG COURSE CHAMPS: (Guidelines for the Host Region)	59
9.	SHORT COURSE CHAMPS: (Procedure & Event rotation)	69
10.	ADMINISTRATION: (Communication protocol, Continuity during the handover of SAMS, Gratuities)	72
11.	EQUIPMENT & AWARDS: (Photos, Award Criteria including Colours Awards; Presentation order)	74
12.	WINTER CHALLENGE: (Objective and Forms)	80
13.	OPEN WATER SWIMMING: (History, Calculation of Colours Times, Procedure for Colours applications, Point Scoring; Trophies)	81
14.	SAMS EXECUTIVE (Summary of duties)	87
15.	THE LAST CHAPTER (SAMS' current status and the way forward)	93

APPENDICES

1.	FORMS (Examples of all forms/spreadsheets required for Nationals)	95
2.	WINTER CHALLENGE (All forms required, Protocols, Mile Challenge description)	111
3.	PAID SECRETARIAT (Motivation for the reimbursement of members serving on SAMS: 2009)	114
4.	NATIONALS (Invitation letter to attend the first Nationals held on 27 th April 1985)	
5.	SAMS' ASSOCIATION WITH SSA. (Review of correspondence during SAMS' effort to remain independent of the affiliates)	118
6.	INDEXES	122
7.	REGISTER OF AWARDS (History files of Awards and Colours)	
8.	SAMS' CENTRAL DATABASE AND SOFTWARE PLATFORM (Files held on MM/TM, John Petersen's "engine room")	

CHAPTER 1 OBJECTIVES AND HISTORICAL REVIEW

1. Scope

- 1.1. The purpose of this handbook is to provide a starting point for those swimmers taking on the responsibility of hosting SAMS. SAMS is not managed by outsiders (or parents!) but by master swimmers themselves.
- 1.2. Scribe (Derek Fyfe) is not the author. Scribe has simply tried to jot down, in some sort of order, all the decisions and hard work of previous committees. There are, in fact, many “authors” – photos of some may be included in the group pictures to be found the end of this chapter.
- 1.3. The foundation for governance is SAMS’ constitution (see chapter 3) which lays out SAMS’ policy. This forms the core of the handbook and from which follows the strategies which need to be in place to cater for SAMS’ various activities such short and long champs, records, colours, winter challenge and open water swimming as well as the technology required.

2. Web sites and SAMS e-mail addresses (see also Ch.2-Par.18)

- 2.1. SAMS now has only one website. The original website (www.samswim.co.za) which was designed and maintained by John Petersen has been superseded by a new website (www.samastersswimming.com) which was originally set up by Romeo Botes and managed by Carol Bridges. This latter website has now been updated and is now maintained by Robbie Taylor. SAMS is hugely indebted to all aforementioned masters for the great work done on SAMS’ behalf.
- 2.2. To ensure effective communication and as an aid in attaining seamless handover between successive SAMS’ teams, it has arranged that SAMS’ e-mail addresses are linked through the website: Thus, one can always access the incumbent SAMS secretary through using the e-mail address: secretary@samastersswimming.com Likewise, the email addresses of the other officials can be linked in a similar way.

3. Glossary and abbreviations

Affiliate	SSA aquatic association/body
ETD	Electronic timing device
FINA	Federation Internationale de Natation (The international controlling body for aquatics)
LC	Long course gala (50m pool)
MM	Meet Manager. A software programme provided by Hy-Tek. Ltd for running galas
Nationals	The national long course championship - the premier event on SAMS’ calendar.
Region	SAMS Masters region
Renewals	Members who were registered in the prior season and renewing membership for the new season. NB. All applicants not registered in the prior season are classified as new members.
SAMS	South African Masters Swimming - The national governing body for masters swimming in South Africa
SC	Short course gala (25m pool)
SSA	Swimming South Africa
TM	Team Manager. A software programme provided by Hy-Tek. Ltd for managing information relating to swimming team members - performance and registrations

4. Numbering system, Index and Search facilities.

- 4.1. As SAMS' constitution forms the central theme around which the handbook is based, the numbering system used is identical to that utilised in the constitution.
- 4.2. As a handbook loses much of its value if topics cannot be found easily, an index is provided in the Contents section of the handbook.
- 4.3. When accessing a chapter of the handbook on the website from a PC the keys; "Ctrl" & "F" activate the search engine. It is suggested that for the best search facility the entire handbook is downloaded from the web onto a separate flash drive on a PC. The search engine facility available on Microsoft Windows will enable a search through a single chapter or the entire handbook. (On Windows 7, "Full Reader Search" can be accessed by clicking on the magnifying glass icon and then the arrow in the box headed "Find").

5. What's new in the 9th (February 2023) edition of the handbook

- 5.1. The handbook is amended to include the period March 2022 to March 2023. During this period SAMS was hosted by the Western Cape region, headed by Robbie Taylor as SAMS' president.
- 5.2. Chapter 2, item 3.22 **(2-3.22)** was updated to reflect the Open Water Scoring for the new Open Water relay event at Nationals 2023.

6. Errors and omissions to the ninth edition (February 2023)

- 6.1. Any errors or omissions to this edition as well as any suggestions should please be conveyed to scribe on email: president@samastersswimming.co.za or by phone at: 082 809 9506

7. Hard copy of the Handbook.

- 7.1. Hard copies are no longer provided by SAMS, due to the availability of this on the website and for downloading you are welcome to view a copy on your device or have it printed.

8. Cross reference

- 8.1. Note that cross reference to another section of the handbook is indicated as follows (chapter-paragraph number) E.G. **(2-1.1)** means Chapter **2** paragraph **1.1**

9. Historical Review (Presentation to SSA and regional affiliates: November 2011.)

A number of meetings took place with SSA during the course of calendar years 2011 and 2012 regarding SAMS' current and future status not only with SSA but also with regional affiliates (refer also to 2-3.18, and appendix 7). In November 2011 Marcelle Strauss made a presentation at the SSA's Presidents workshop/AGM which was attended by all SSA affiliates. Below is an extract of this presentation.

9.1. Overview

- SAMS was officially formed in 1983
- Inaugural gala – University of Durban 11/12/1983
- First SAMS Nationals – 1985
- As per the FINA Rules – Masters swimming representation at the FINA Masters World Championships club based- representation of a club and not a province or country
- Technically a few different rules to standard FINA competition swimming rules

- FINA Rules also state that “Masters shall promote fitness, friendship, understanding and competition through the various disciplines of swimming”

9.2. Structure

- 10 Regional Masters Associations
- 21 Masters Clubs
- 2010 – 625 registered Masters Swimmers
- Masters starts nationally at 19 (*now 18*) and goes up in increments of 5 eg 19-24, 25-29, 30 – 34, 35 – 39 etc
- Masters start internationally at 25 and goes up in increments of 5 eg. 25–29, 30–34, etc
- Youngest swimmers - 19 and - oldest – 92
- Most competitive/number of swimmers from 40–44 through to 60-64 age groups

9.3. Competition

- SAMS and its affiliates hold $\pm$ 37 galas per year
- SA Masters S/C Champs - October
- SA Master L/C Champs – March
- World Masters Champs - held very 2nd year
- Worlds draws the most competitors to any single event - $\pm$ 6000 swimmers competing at this event
- 2010 – August Worlds in Sweden – 33 SAMS swimmers competed - collecting 14 Gold, 17 Silver and 9 Bronze medals
- SA Masters swimmers currently hold 21 World records
- SAMS’ colours are based on the 10th fastest time in world and these time only ever get faster eg. Mens 40-44 free qualifying time - 24.69

9.4. Active life style

- Masters falls in line with the SSA LTPD swim plan
- Masters falls in line with the National Sports and Recreation Act – to ensure senior citizens receive priority
- Masters is for life

9.5. Affiliation

- For the past 12 years or so SAMS capitated directly to SSA
- 2011 - SAMS and SSA in discussion to review capitation to SSA via the affiliates.
- After much debate - agreement was finally reached and process started for integration of SAMS in all SSA structures from affiliate level.

9.6. Masters capitation (Extract from SSA’s letter to regional aquatic associations (24/10/2011))

- Kindly be advised that with immediate effect, capitation of all individual masters’ members must be remitted via the relevant SSA affiliate member in whose area of jurisdiction that they reside, in accordance with section 5.3.1 of the SSA Constitution.
- Note that for the current 2011 – 2012 season only, i.e. 01 May 2011 to 30 April 2012, the maximum fee payable by masters individual members will be R130,00 (one hundred and thirty rands) only for the SSA capitation fee.
- Affiliates must ensure that they engage with their masters’ membership in their area of jurisdiction, to ensure that affiliate registration fees for individual members are agreed upon for the 2012 – 2013 season, i.e. 01 May 2012 to 30 April 2013.
- All masters’ capitation information already received directly by SSA will be sent to relevant affiliates, for incorporation into their registration database.
- We thank you in advance for your cooperation and remain at your disposal for queries in this regard

9.7. Procedure for 2011/12 season

- The SSA Affiliate to ensure a section for Masters on their database and the SAMS registrations already done for the season – some 549 swimmers so far, to be sent to the SSA Affiliates to be captured onto their database – SSA has undertaken to do this.
- No additional charge to the individual SAMS members
- Any further Masters registrations for the year will be sent to the SSA affiliates together with capitation fees for onward transmission to SSA.

- SAMS continues to run Masters as they have always done.
- SSA requested SAMS to make recommendations for 2012/13

9.8. Proposals for 2012/13 season

- Assistance to Masters with timekeeping and officials if needed
- Masters swimmers can take part in affiliates galas should they wish to.
- Regional affiliate to assist with ETD and officials for SAMS nationals if needed
- Regional affiliate to assist Masters in application to government for funding for national events if needed
- Masters page on affiliate website - for newsletters and promotion of Masters activities
- SAMS continues to run masters as it has always done

9.9. Recommendations for 2012/13

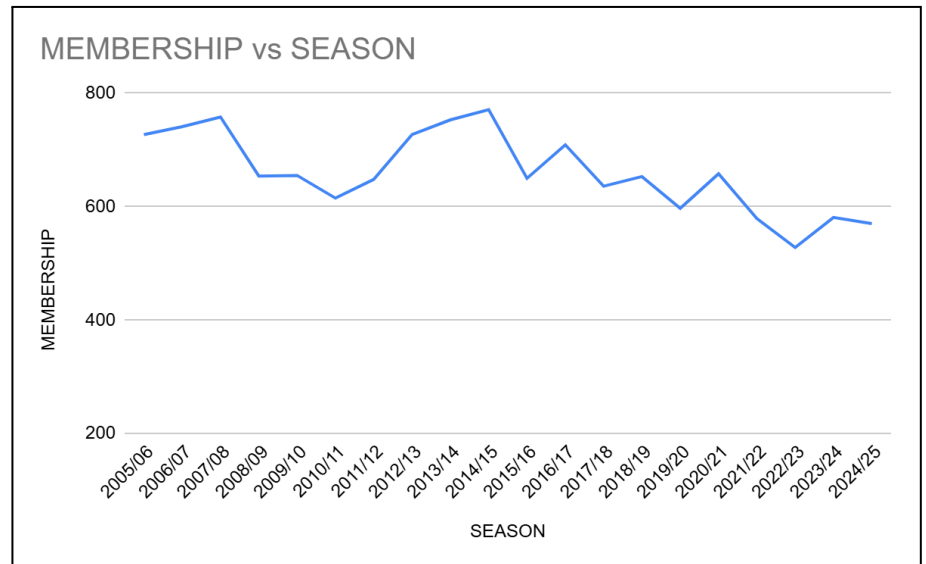
- Uniformity across the board (some masters' regions pay a fee to their affiliates and some do not. Also, for those that do pay the amount varies from region to region - Border pay R300, KZN pay R500, CGA pay R170 per club and WP pay R250 per association which covers all their clubs - rest do not pay anything)
- An agreed amount Nationally R100 per club/R250 per region – SAMS structures in affiliates area of jurisdiction to engage with affiliates' to confirm affiliation fees for the 2012 – 2013 season
- No individual charge to swimmer

9.10. Basic principle agreed between SAMS and SSA

- Agreement to affiliate to SSA via SSA's Regional Affiliates
- Once off annual affiliation fee
- No additional fee to swimmers
- SAMS continues as always

CHAPTER 2 GENERAL

SEASON	MEMBERSHIP
2005/06	727
2006/07	741
2007/08	758
2008/09	654
2009/10	655
2010/11	615
2011/12	648
2012/13	727
2013/14	753
2014/15	771
2015/16	650
2016/17	709
2017/18	636
2018/19	653
2019/20	597
2020/21	658
2021/22	579
2022/23	528
2023/24	581
2024/25	570



1. Structure and membership

- 1.1. The organisation structure of SA Masters Swimming is hierarchical and similar to Swimming South Africa (SSA) with clubs in regions being managed by regional committees and with regions being managed by SAMS. SAMS is the overarching executive committee responsible for giving overall direction and setting policy.
- 1.2. SAMS over the past 17 seasons or so has managed to maintain a membership of over 600 members reaching a peak in the 2014/15 season of 771. SAMS' organisation chart as for the 2021/2022 season is given below.

- 1.3. The membership total for the 2020/2021 season is inflated due to Covid. Swimmers who wished to train at public pools required a SSA Covid registration number and to to this they needed to register with a club. These swimmers did this but mostly as non competitive, social members at a reduced fee.

1.4. Registration summary

SSA Affiliate	Club Name	Athletes 2025	Athletes 2024	Athletes 2023	Athletes 2022
Buffalo City Aquatics (Border)	Amakhosi MSC	6	7	10	12
	Total	6	7	10	12
Central Gauteng Aquatics	Waterborn SC Masters	11	26	27	30
	Aqua Athlete Masters	6	13	8	10
	Phoenix MSC	0	0	0	17
	Florida Masters	1	0	0	0
	Mandeville Dolphins	2	2	0	0
	Swim First	9	4	0	0
	Wahoo MSC	102	154	105	92
	Total	131	199	140	149
Eastern Gauteng Aquatics (Ekurhuleni)	Masters Eastern Gauteng Aquatics	16	16	16	18
	Total	16	16	16	18
Eden Aquatics	Fish Eagles MSC	33	29	13	23
	Royal Fins Aquatics	1	0	0	
	Total	34	29	13	23
Ekhlanzeni Aquatics Mpumalanga	Curro Swim Academy	0	1	3	2
	Komatipoort	0	0	17	0
	Nelspruit Swimming Development	5	7	7	0
	UniSwim Masters Nelspruit	4	4	0	0
	Total	9	12	27	2
KZN Aquatics	Synergy MSC	99	56	53	59
	Ohana	22	0	0	0

SSA Affiliate	Club Name	Athletes 2025	Athletes 2024	Athletes 2023	Athletes 2022
	Total	121	56	53	59
Mangaung Aquatics	Bloemfontein Super Seals Masters	0	0	0	1
	Total	0	0	0	1
Nelson Mandela Bay Aquatics (EP)	Bay Eagle Swim Team	4	0	0	0
	PE Masters Aquatics (PEMA)	6	10	14	23
	Total	10	10	14	23
Tshwane Masters Swimming	Coelacanth MSC	137	153	144	163
	Tuiks Masters	4	0	0	0
	Vikings Race Club	7	7	10	0
	Total	148	160	154	163
Waterburg Aquatics Limpopo	Ellisras Masters Swim Club	2	2	1	1
	Total	2	2	1	1
Western Province Aquatics	Aqua Sharks Masters	1	1	0	
	Cape Town MSC	92	89	93	117
	Winelands MSC	0	0	7	7
	Total	93	90	100	124
	Grand Total	570	581	528	575

Notes and Definitions

Subset means a masters sub-set (division) of an aquatics club (i.e. a non masters club registered with an affiliate)

Stand alone means a masters club entirely independent of any aquatics clubs and registered with an affiliate

Masters (SAMS') profile:

- A total of 576 members were registered for the 2021/2022 season across 16 clubs.
- One club had only two members and 3 clubs only one member.

- Some 28.5% of members are registered with just one club.
- Approximately 50% of masters are registered with just two clubs.

2. Important events and dates.

2.1. Important events are summarised in the table below

PERIOD OR DATE	EVENT
1 May to 30 April	Swim season and SAMS' financial year
April and May	Clubs and regions hold AGMs
June or July	Presidents meeting
August	Winter Challenge
30 September	Registration cutoff date for SC champs.
October	Regions hold SAMS' Short Course Champs.
30 November	Last date for members renewing membership and changing clubs
15 November	Results for SC champs to reach SAMS for collating
20 January	Last date for registrations for the applicable season - to compete in the LC champs you must be registered by this date.
March	LC Champs. Date to be advised at the prior SAMS AGM.

3. Summary of key decisions taken at presidents' meetings.

NB: The following presidents' meetings are accounted for: Tshwane June 05; Tshwane; June 06; Gauteng June 07; Gauteng June 08; KZN June 09, KZN July 10, WPM May 11, WPM May 12, Tshwane May 13, Tshwane May 14, Tshwane May 15, Gauteng June 16, Gauteng May 17 and Gauteng June 18,

- 3.1. **SSA's special account for SAMS. May 12.** SSA, currently without a sponsor, has no money and the special account SSA held on behalf of SAMS has disappeared (see 6.2 below)! June 05. Regions need to come forward with proposals to make use of the funds and to provide a business plan.

- 3.2. **SAMS' donation for hosting Nationals.** Sept 2024 KZN requested this funding but there is no record of the recovery from PE since June 2018. It was decided to re-introduce the loan so an amount of R20,000 will be advanced to KZN for the 40th Nationals, and they shall then pass that on to the region hosting the 41st Nationals. June 18. Fee to be passed on to PE to be increased to R20 000. SAMS to pay the additional R5000. May 15. Gauteng passed on R15 000 to KZN, May 14. Free State passed on R15 000 to Gauteng. Free State had received R10 000 from SSA. May 13. EP had transferred R10 000 to the Free State. May 12. SSA will no longer provide R10 000 for the hosting of Nationals. SAMS will "loan" R10 000 to the hosting region for start-up costs, but this money is to be repaid to SAMS and passed on to the next hosting region. Inflation will be addressed at a later stage. In the event of a region making a loss, the region will need to negotiate with SAMS how much of the R10 000 will need to be paid back. July 10. The amount donated by SAMS to the region hosting nationals would be R15 000, effective from the 2011 nationals onwards. June 09. The amount recovered from SSA needs to be increased. June 06. Each region hosting champs would receive R10 000 as a donation from SAMS to assist in the running of champs which amount would be recovered from SSA.
- 3.3. **World Masters Champs.** June 06. Being based on competition between clubs, SAMS would no longer be involved in organizing teams and/or arranging travel, accommodation or kit. Regions/clubs would need to make their own arrangements in future. June 05. When competing in international events e.g. world champs all swimmers are entitled to wear the national kit (if such is provided by SAMS for purchase). Swimmers who have earned SAMS colours may purchase additional colours badges which may be attached to the national kit if so desired.
- 3.4. **SC champs.** June 18 Option B to be used for 2018. May 15. The first leg will be swum on October 15. May 14. Second leg to be swum on October 14. May 13. First leg to be swum on October 13. May 12. The second leg of the two year cycle will be run in 2012. May 11. Agreement was reached to revert back to the 2 year rotational cycle. It must be swum in October and the exact order of the gala schedule must be followed. July 10. A decision was made that a full 3 day programme be adopted with each region selecting any combination of events to compile a suitable regional programme. This may result in a 1, 2 or 3 day event being implemented depending on regional economics, needs and motivation. Subsequently, in an e-mail from SAMS, a universal two day programme was agreed upon for the 2010 SC champs. June 05-June 09. SAMS will not hold SC champs on a centralized basis i.e. similar to nationals. Each region hosts the same SAMS event which will be run according to a fixed programme and be hosted by regions during the month of October. See also chapter 9.
- 3.5. **T-shirts for the Winter Challenge.** (see paragraph 3.26 below)

- 3.6. **Region hosting SAMS.** May 15. Gauteng will nominate their President for hosting SAMS three months prior to take over in March 2016. May 14 Tshwane to host to host until 2016. May 12. On the proviso that Border can find sufficient capable people, Border will host SAMS for 13/14 and 14/15 seasons with Tshwane taking over for the 15/16 and 16/17 seasons (see paragraph 16 below). Should however, Border fail to find people, Tshwane will take over from WPM. Border may have to make use of a paid secretary. Marcelle volunteered to stay on SAMS and to continue to head up the SSA issue (see also 3.27 below). May 11. Smaller regions battle to host SAMS. WPM will host SAMS for 2011/12 and 2012/13 seasons. Border will host during 2013/14 and 2014/15 seasons providing they do not win the bid for worlds in 2016. Tshwane will host for 2015/16 and 2016/17 seasons but this will advance to beginning 2013/14 if Border wins the bid for worlds. June 09. Agreement was reached that the roster established at the June 06 meeting for hosting SAMS would be abandoned. The next region to host SAMS after KZN would be WP and, subject to the acceptance of employing a paid secretary, WP would be followed by Border, Easterns, Free State, SWD, Tshwane, Gauteng and KZN. Each region hosting SAMS, starting with KZN, will receive payment for services rendered. The amount (R30 000) will be obtained by increasing SAMS' affiliation fee by R50 to R90. The region to use the fund either for a paid secretariat or for other purposes as that region deems fit. In any event, members are entitled to receive a high quality of service from SAMS (see also 10-4).
- 3.7. **MM and TM.** May 15. Derek had ordered MM5 software upgrades for regions and SAMS as well as TM for Amakhosi (see also paragraph 5.7 below). May 14. Only Tshwane and Fish Eagles were using TM. May 13. Regions to indicate MM and TM requirements. May 12. Only WPM and Tshwane use team manager. The more profitable regions should invest in their own team manager, alternatively negotiate with their regional aquatic bodies to borrow their cd's and copy it. Masters regions should also approach their regional aquatic bodies regarding the possible use of their meet manager. June 08. John Petersen to purchase TM5 for SAMS and Gauteng and evaluate it. June 06. Regions to purchase MM2 and TM4. See also paragraph 5 below.
- 3.8. **Records and colours.** June 21. Cecilia Stanford will no longer do calculations for Top Ten listings and SAMS colours awards. These tasks should be assigned to the Record Keeper. June 19. Peter Ireland will manage SAMS' records. World record applications must be according to FINA rules; i.e. must have a pool length certificate and electronic timing with touch pads at both ends. May 15. CTM broke a SA relay record with Harold Kruger who had applied for RSA permanent residence but was a Swedish Citizen. The record would not be recognized but noted with * at the foot of the table. May 12. With immediate effect, any record, whether provincial or nationals, can only be set if a swimmer has three timekeepers. SAMS' colours may only be awarded to a SA citizen with a SA passport. May 11. Only SA citizens or swimmers in possession of a South African identity book (permanent resident) may claim a SA record. This also applies to provincial records. If a non-South African breaks a South African record, the non-resident's record will be acknowledged with an astrix, but not claimed/held. June 08. For a record to be recognized, a swimmer must be registered for the applicable season prior to the event. The previous two week ruling set at the June 05 meeting was rescinded. A SA record broken while competing outside the borders of the RSA will only be recognized if the swimmer competes in the event representing his local SA club and is subject to the official results being ratified by SAMS' record keeper. June 05. Only a freestyle record may be broken in a freestyle event. Thus a swimmer, for example, doing butterfly in a freestyle event cannot break a butterfly record. A swimmer must be registered for at least two weeks prior to the event if the record is to be recognized.
- 3.9. **Freestyle record.** See 3.8 above.

- 3.10. **Nationals Kit.** See 3.3 above.
- 3.11. **Hosting Nationals.** June 21. GSM cannot host nationals. Possibly Nelspruit instead and thereafter Durban. May 15. Amakhosi has the Nationals in East London in hand. May 14. KZN to proceed with hosting at Kings Park Pool May 13. Gauteng to host in 2014. May 12. Gauteng to possibly host 2015. May 11. EP will host the 2013 Nationals in Port Elizabeth and Free State the 2014 Nationals in Bloemfontein. June 09. Kwa-Zulu Natal will host nationals in 2008, Border in 2009, Tshwane in 2010; SWD in 2011 and WP in 2012. (
- 3.12. **Regional and SAMS' audit.** June 18. Carol Mason and Karen Kennedy to investigate if an audit is necessary or if there is a less expensive way to ensure that the financials for SAMS can be confirmed as legitimate. May 13. Claire Davie would continue to do the audit. May 12. Claire Davie is prepared to do the audit for SAMS again. SAMS to offer her R1000 which she usually donates to charity. June 06. Regions are not required to have their **financial statements** audited.
- 3.13. **SA records broken outsider RSA borders.** See 3.8 above
- 3.14. **Payment for hosting SAMS.** See 3.6 above.
- 3.15. **Continuity in the running of SAMS.** July 2010. The requirements of the SAMS 2010 Constitution (see 3-6.7) with respect to ensuring continuity of SAMS when SAMS is handed over from one region to the next would be implemented in 2011.
- 3.16. **Tax exemption and finance.** June 2020. To preserve SAMS' non-profit status need to use funds promote swimming to the wider public (see paragraph 6 below). June 08. SAMS to apply for tax exemption. PWC (Price Waterhouse Coopers) to look at constitution to this end and amend it. PWC's proposed changes were presented to the 09 meeting. See paragraph 6.6 below.
- 3.17. **Amendments to the constitution.** June 19. At the 2019 AGM, the following alterations were made to the constitution: Clause 2.3 and 2.7; SAMS entry age changed to 18. Clause 3.18; Info only and no voting required. Clauses 10.2, 10.3 and 12.3; changed to allow an Accounting Officer to sign off SAMS' financials instead of a Registered Auditor. Clause 2.4, 2.4.1 and 2.4.2; A clearance letter is required from their previous club if a master wishes to switch clubs. June 18. The suggestion to extend Masters to 18 year olds to be in line with international norms needs change to the constitution. May 12. The proposed wording to clause 14.2 (colours for open water swimming) was approved (see also 3-14.2). May 11. SAMS to review the wording of the 2010 constitution and if necessary promulgate at a special agm in 2012. June 09. All necessary and outstanding proposed amendments to the constitution (specifically wrt paragraphs 3.14 to 3.16 above) need to be submitted to members by 08 July 09. Formal agreement is required from members by 31 July 09 to allow implementation from 1 August 09. The changes to the constitution (see chapter 3) will be formally ratified at the 2010 AGM.

- 3.18. **Registrations and Regional Affiliation.** June 21. Registrations must be sent from masters regions to SAMS and not masters clubs. Registration data must be exactly as per I.D. June 20. Regions/clubs must build a relationship with their affiliate by attending the latter's meetings. June 19. SSA requires that when a master is registered with an aquatics club e.g. as a coach then that master cannot register with another club as a master (see paragraph 8 below). June 18. Clubs in regions not covered by existing regions to be looked after by the closest region. The latter may charge an appropriate fee. Highway and East Coast are to amalgamate and form a new club Synergy. May 17. Clubs must register with the affiliate and pay an affiliate club registration fee. May 15. Because of SSA difficulties, SAMS would not apply R100 late payment penalty and there would be no early bird cut off. While allowing (ignoring) the SAMS/NTS guidelines for the 14/15 season SSA decided to reject similar guidelines for the 15/16 season. Further SAMS may not hold a database or raise fees. SAMS may also not submit registration data and fees to affiliates on behalf of clubs – clubs themselves must do this. May 14. SSA had reneged on the MOU. Registrations would proceed in terms of the document Tshwane had set up after consulting with NTS. May 13. The procedures outlined in MOU and associate Guidelines document would be implemented for the 12/13 season registrations. May 12. According to SSA, it is a government requirement that registrations have to go via regional affiliates. Of the SSA fee paid by each member, 60% is allocated to SSA and 40% to the regional body. The registration pathway is; masters club-masters region-SAMS-regional aquatic body-SSA. The masters' body would pay either R100/club or R250 per region per season to the affiliate with no additional charge per member. Late payment fee would be increased to R100 for 2012/13 season and the fee for changing clubs mid-season R60. May 11. The registration renewal date after which late payment penalties would apply in the case of renewals would be 31 August instead of 30 September. The word penalty would be used and not discount. The late payment fee would be R80 and no longer R70. Regions objected to the new requirement by SSA that masters' affiliation through regional bodies. Marcelle would liaise with SSA in this regard. SAMS desired to retain its existing structures and independence. There should be no, or at least minimal, cost to its members. June 09. A proposal by KZN to reduce the work load of SAMS and hence avoiding the cost of a paid secretary by relegating certain SAMS' functions to regions with registrations being handled by local regional aquatic associations would not be considered at this stage. Further, any proposal that could potentially lead to the disintegration of SAMS needs careful study.
- 3.19. **Centralised SC nationals.** See 3.4 above.
- 3.20. **SAMSA games.** June 05. SAMS would not participate in this event – see paragraph 4 below.
- 3.21. **Business cards.** July 10. Agreement was reached that regions, not SAMS, would provide business cards. June 05. SAMS to provide business cards. See paragraph 12 below.

- 3.22. **Open water swimming and colours.** February 2023. The LOC for Nationals '23 in Mbombela introduced a relay for open water swimming. It was agreed by the SAMS committee that the relay would earn points in the same way that pool swimming relays earn points, namely there would be double points earned for the relay event that count towards the overall open water swimming points. June 2021. The Rae Walker Smit Trophy will be awarded to swimmer (male or female) over 70 years old with the best performance in the 3km SAMS OWS Championship event. SAMS Committee still to specify the formula/criteria (see chapter 12). June 2019. As indicated at SAMS' 2019 AGM, SAMS colours' qualifying times have been introduced for 5/10km swims (see chapter 14). The colours times for the 2019/2020 season will remain as for the 2018/2019 season. June 2018. The proposal to award colours for distances less than 3km was discarded as these are not FINA events. Colours for 5 and 10km swims need however, to be considered. May 2017. Consideration must be given to awarding colors for shorter swims, 1 and 1.5km as there are not that many 3km swims. May 15. The surf swim in Durban might be considered for colours based on the times of the top swimmers. May 13. Anton would denote a trophy for the winning club after a proposal from Derek. SAMS committee subsequently agreed that points be awarded on the same basis as pool swimming for the 1Km event and double points for the 3km event. May 12. The open water swim at the PE nationals will be a colours qualifying swim notwithstanding the swim will take place in sea water. For an event to be a colours qualifying swim the entry form and the results must reflect the masters club. May 11. The event must satisfy SAMS' checklist to be a qualifying swim for colours. In an event open to the general public it is not practical to have a separate heat for masters only however, the swimmer must compete as a master to qualify for colours. Times are to the full second, not split seconds. July 10. Open water swimming colors would be presented at the Nationals Dinner/Dance function along with the other awards. A proposal to have a SAMS 3km open water swim at Midmar would be presented to Wayne Riddin. June 09. The suggestion to take an average of three FINA world masters 3km swims needs to be looked at further. A change to the constitution will be required. June 08. A colours system needs to be defined and implemented.
- 3.23. **Swimmers competing overseas.** June 09. Such swimmers require SSA approval before entering.
- 3.24. **PC (notebook) and printer.** June 05. SAMS sanctioned the purchase of a PC (notebook) and printer for use by SAMS' secretary.
- 3.25. **New logo.** June 07. SAMS to have a new logo the design for which will be based on a competition open to all. See paragraph 10 below.
- 3.26. **Winter fitness challenge.** May 12. The winter challenge for 2012 shall be run on the same basis as for 2011. May 11. This is to be a charity event and not a SAMS' fundraiser. Regions would run their own event, decide on their own charity, events and set the fee. June 07. The WFC is to be expanded to cater for relay teams and with distance records to be kept for both individual and relay teams. June 06. T-shirts would no longer be provided by SAMS. See chapter 13.
- 3.27. **SSA representative.** May 12. Marcelle volunteered to stay on SAMS' committee as support (liaison position) and continue to head up the SSA issue (subsequently Marcelle advised she would prefer just to remain in an advisory capacity to the Tshwane SAMS). June 09. SSA required a representative from Master Swimming to be included on their committee. Craig Stanton agreed to do this as he is already on the SSA committee representing the Defence Force.
- 3.28. **Hosting of World Masters Champs.** May 11. Border would like to host world masters champs in 2016 as would KZN. July 10. SAMS to investigate the hosting of world masters champs in 2014. Clare Davie to follow up at worlds in Sweden. Border indicated their willingness to host the event.

- 3.29. **25m events.** July 10. Regions to hold 25m events in their local SC galas.
- 3.30. **Nationals swim program.** June 2021. A program will not be printed. Can be ordered at R40/copy. The year 2021 was meant to be 37th Nationals but was scrapped because of Covid. The year 2022 will be 37th Nationals. May 12. The exceptions report in meet manager needs to be used to ensure that relay team ages are correct. "Fun" relay teams are not permitted as it is difficult to monitor and upsets the points system. May 11. Each organizing committee will decide on the order of events and this will differ from year to year as it is impossible to please everyone. The 800 need not be the first event. 200's are to be seeded by age groups, while 400's and 800's may be seeded by time. Coloured caps identifying different age groups are not required. July 10. Regions hosting nationals would retain the flexibility to design the swim programme using a set of programmes as guidelines.
- 3.31. **Lotto funding.** Border has received Lotto funding and would see how this could be extended to SAMS. (July 2010)
- 3.32. **4x100m relay races.** May 12. The nationals hosting region can decide on which 4x100 relay races to include and at what stage in the programme they should be held. July 10. A 400m relay event should be included if possible and would be introduced for Oudtshoorn Nationals. This was subsequently put on hold as regions felt that further study was required in order to determine how best the event could be accommodated.
- 3.33. **POPI (Protection of Personal Information) act.** June 21. SAMS to provide compliance guidelines to regions. Each region will need to appoint an information officer as well as draw up a policy document and manual. Coelacanth (Annemarie Dressler) offered to assist this.
- 3.34. **SAMS Handbook.** June 2021. SAMS' handbook needs to be updated prior to handover to WPM (March 2022). June 2018. Karen to check the current version, update and send to Romeo to load on the website. June 2016. Derek to update the handbook. May 11. The handbook, as per SAMS' constitution (see 3-6.7.1), would be updated every two years, if need be, before SAMS is handed over to a new region. July 10. Derek to update the handbook.
- 3.35. **SAMS' fees.** June 21. SAMS' fees to remain at R75 for all swimmers (SSA fee R457). June 20. SAMS' fees to remain at R75 for all swimmers (SSA fee R435). June 19. SAMS fees to be increased from R70 to R75 (SSA fees R416).
- 3.36. **Web site.** June 18. Romeo Botes developed a new website with plans to go live in June 18. Each region will have access to their own page to update local information. May 13. The address for the second website would be www.samswim.co.za. May 12. SAMS, for a while, might have two websites. It will be easier to have a new site rather than trying to modernize and convert the old site to Joomla. Danie will get a quote from Chris Kitsopoulos to develop a new site. John will maintain the new site. May 11. SAMS' website needs modernizing and to be made more user-friendly. John to get a quote for new software. Jpeg photos of club/regional committee members are required along with committee details.
- 3.37. **Honorary life membership.** May 15. To be awarded to John Peterson. Motivated by Terry and seconded by Craig. May 14. To be awarded to Derek Fyfe. Motivated by John and seconded by Terry.
- 3.38. **Victor/Victrix Ludorum awards.** May 13. To be awarded to the contender with 6 first places and overall percent closest to a world record taking into account all events swum.

- 3.39. **Indemnity form.** May 13. The new form provided by John was agreed upon (see paragraph 20 below). The wording of the new form was such that a signature from the entrant was not required to cover the organizer against any claims for injury or loss.
- 3.40. **Trophies.** June 21. Rae Walker Smit Trophy - Niki Louw donated a trophy that her mother, Rae Smit, won. She would like it to be presented to the swimmer (male or female) over 70 years old with the best performance in the 3km SAMS OWS Championship event. Niki will get the trophy re-plated. SAMS Committee still to specify the formula/criteria (see chapters 12). The 2021 AGM was informed that SAMS had decided not to award annual trophies and other awards for the past season (2020/2021), due to limited galas and no National championships taking place. SAMS will however, still recognise and award SAMS colours, for both pool and open water events. Recipients will be announced now but colours badges will only be presented at Nationals 2022.
- 3.41. **John Petersen's "retirement".** June 21. John has indicated that he would like to retire from the work he has been doing over many years. This includes calculation/determination of; SAMS' short course champ results, SAMS' national awards, Top Ten reports, etc. A successor needs to be found and trained by John.

4. **SAMSA (South African Masters Sports Association)**

- 4.1. SAMSA was constituted as the Governing Body of Masters/Veterans sport in South Africa in 1993. During the past decade, 60 individual sports codes have qualified as members of the association including SAMS. SAMSA's primary objective is: "To bring together the Masters athletes from every existing and active code at a biannual multi-sport festive event to participate in one or more competitions, and to share the camaraderie and sportsmanship with fellow masters".
- 4.2. SAMSA is a member of various sport bodies and has become a member of the South African Macro Sports Body – the South African Sports Confederation and Olympic Committee (SASCOC)
- 4.3. SAMSA holds their SA Masters Games every two years. The purpose of these games is as outlined in 4.1 above. Usually SAMSA approaches SAMS and invites participation. However, this usually involves quite extensive organisation by SAMS and costs! There is also a point of departure in terms of standards. Unlike SAMS, SAMSA are apparently not at all concerned about whether or not the pool and/or officials meet FINA Masters standards as the breaking and holding of records is not a SAMSA requirement! It seems that all SAMSA requires is for masters to swim, have fun and to join in with the festivities as well as to meet masters from other sporting codes.
- 4.4. Whether or not to participate in the SA Masters Games is always a debatable issue and normally a decision is taken at the president's meeting. From past experience the number of SAMS' members participating has been very low (around 20 nationwide at the Pretoria event held in 2002) not justifying the effort and expense involved (see paragraph 4.5 below).
- 4.5. The SAMSA President at the time, Rita Oosthuizen, on visiting Nationals at Ellis Park was very impressed and advised that SAMSA would no longer provide for swimming in their Masters Sports as anyone interested should become involved in the Masters movement as provided by SAMS. SAMSA would donate, each year, R5,000 towards SAMS' nationals.

5. Team and Meet Manager

- 5.1. In order to speed up the process of regions acquiring TM and MM software SAMS based a bulk order, in Dec 06, on Hy-Tek for the applicable products. A similar order was placed in February 2015 (see 5.7 below). This also saved on shipping costs and ensured regions obtained their products with the correct software and applicable licenses. The 2006 bulk order placed was for the following:
- SAMS; upgrade to TM4 + MM2 Pro Option
 - Cape Town; upgrade to MM2
 - WP; upgrade to TM4
 - East Coast; MM2 Start Up
 - ET Stingrays; TM4 Start Up with Records/Standards
 - Amakhosi & Free State; for each, TM4 Start Up with Records/Standards + MM2
- 5.2. The bulk order as placed on Hy-Tek is reflected above. All products have been received and paid for by the various regions. Gauteng and Tshwane regions are not included as they already had all necessary products while Kwa-Zulu Natal had TM4.
- 5.3. SAMS' software requirements (for new products and upgrades) including that for regions are discussed and finalized in consultation with John P. MM3 and TM6 are the latest software versions available from Hy-Tek
- 5.4. Regions are required to use meet manager for galas and team manager for registrations and holding administrative and performance records in respect of swimmers in their regions. In respect of the latter, TM for example, enables regions to provide each swimmer with a history sheet given results of every gala swum during the year.
- 5.5. Orders placed in February 2015

REGION	CLUB/MEET LICENSE	SOFTWARE UPGRADE	COST (\$)	Cost R (inc. Shipping)
KWZ Natal	East Coast Masters Swim Club	MM5	229	2 811.60
Western Province	Cape Town Masters Swim Team	MM5	229	2 811.60
Gauteng Masters	Gauteng Masters Sw. Champ Meet	MM5	229	2 811.60
Tshwane Masters	Tshwane Masters Swim Club	MM5	229	2 811.60
Boland Masters	Amakhosi Masters Swimming Club	MM5+ TM7	229+59	3 518.00
SAMS	South African Masters Sw Champ	MM5	229	2 811.60
Shipping			35	
		Total	1 468	17 576.00

ROE (including bank charges) = R11.9727

Shipping cost/region (R) = 35/6 = R69.84

6. Finance

- 6.1. SAMS is a non-profit making organisation and has two accounts
 - A FNB call account and
 - A FNB current account
- 6.2. With registration of individual members and clubs with applicable affiliates, SSA fees are no longer paid by SAMS.
- 6.3. As at June 2021, SAMS had cash reserves totaling R147K, increased from R126K previously. At 30 April 2018, SAMS held R22 837 and R58 492 in the current and call accounts respectively. For the year ending 30 April 2015 reflected accumulated funds amounting to R94 890 of which some R74 000 was invested in the call account. On the 26 May 2012, SAMS held R11 999 in the current account and R71 500 in the call account.
- 6.4. As SAMS has been banking with **FNB** for a considerable number of years, their services should be retained. This will facilitate a smoother and quicker handover of banking services between successive SAMS' committees. Electronic banking is essential.
- 6.5. SAMS has at least one account that requires monthly payment e.g. website hosting, and this needs to be taken care of during handover.
- 6.6. Correspondence received from **SARS** (dated 16 March 09) has indicated that SAMS has been approved as a public benefit organisation (PBO) in terms of section 30 of the Income Tax Act. The exemption however, is subject:
 - to review on an annual basis upon receipt of the annual financial statements and annual income tax returns, which must be submitted to the Tax Exemption Unit, and;
 - the further amendment of SAMS' constitution (as had been amended by PWC) in order for SAMS to be fully compliant as a PBO. See following paragraph.
- 6.7. Further to paragraph 6.6 above, **PWC** on 17 July 09 subsequently amended SAMS' constitution (as per chapter 3) to be fully compliant with SARS' PBO requirements. SAMS is required to submit any changes to its constitution to SARS.
- 6.8. Should SSA enforce clause 13.11 of its constitution, SAMS, including its regions, will lose its banking facilities and consequently will not be in a position to raise fees/subs.
- 6.9. SAMS' constitution (see 3-10.3 and 3-12.3) has been amended to avoid expensive audit fees.
- 6.10. In order to retain SARS' non-profit status an important requirement is that excess money must be used to promote swimming to the wider public, not just small select group, e.g., to "tithe" say, 10% to development swimming. Suggestions include the following: youth development swimming; adult learn to swim courses; sponsorship of masters' swimmers who can't afford to participate; sponsorship of unreasonably high registration fees demanded by some affiliates.

7. Winter challenge

- 7.1. The winter challenge is held, each year, in the month of August. Its purpose is to encourage swimmers to get back into the water and to encourage new members to join. Consequently all visitors, friends and family are welcome to participate and to have a load of fun. Refer to chapter 13 for additional information on the Winter Challenge.

8. Early bird lucky draw (discontinued – see paragraph 3.35 above)

- 8.1. The purpose of the early bird lucky draw is to encourage members to registers as soon as possible. Cut off for the draw is 30 June each year.
- 8.2. The names of all swimmers registered by 30 June are placed in a ‘hat’ and the lucky winner receives a cash prize which covers the cost of subscription fees.

9. Relationship with SSA/regional aquatic associations

- 9.1. At the time Gauteng Masters took over the reins of SAMS (March 2016), SSA had insisted that SAMS could no longer function as an associate member and had to be fully integrated with its affiliates (aquatic associations/bodies). Full integration meant, inter alia, SAMS could no longer pay SSA registration fees for all its members directly to SSA. Masters’ clubs had to pay SSA fees to their applicable affiliate. A masters club had to be accommodated in a manner similar to the other aquatic clubs managed by the affiliate. This meant the applicable affiliate could then, at its own discretion, charge a masters club a registration fee in addition to individual master’s affiliate registration fees. On a more positive note, SAMS could however, retain its own database and bank account as well as to continue to raise fees for its own purposes. SAMS would however, be recognized by SSA as a masters technical committee. (NB: See appendix 7 which summarizes the interaction between SAMS and SSA over the five year period from 2011 to 2016 during which time SAMS resisted these changes).
- 9.2. Karen Kennedy, soon after inauguration as president of SAMS, met with SSA (Shaun Adriaanse and Jace Naidoo). It was confirmed that, notwithstanding Masters being integrated within SSA and its affiliates, there was no need to lose SAMS as an organisation in the process. As indicated above, SAMS would be considered as the “technical committee” organising Masters Swimming in South Africa and with masters regions being the “technical committees” for each of the regional affiliates.
- 9.3. During the period GMS hosted SAMS (March 2016 to March 2019) the relationship with SSA steadily improved with Karen being nominated by SSA as a representative for the FINA’s Masters Committee and with Alan Fritz (the new president of SSA) expressing, on Super Sport TV, the importance of Masters Swimming. An important concession, contradicting SSA’s constitution, was apparently obtained which allowed a master to register with any masters club regardless of his/her physical address.
- 9.4. During KZN’S tenor of hosting SAMS (March 2019 to March 2022), the relationship with SSA can best be described as cooperative and stable. Unfortunately however, this cannot be said for all the SSA affiliates. The cooperation and support of masters of the latter, especially in respect of fees to be paid, ranged from dismal/non-existent to outstanding. As a consequence, one or two masters regions/ clubs have prospered while others have floundered. It is imperative that regions/clubs build up a friendly relationship with their affiliate and make a point of attending the latter’s meetings.

- 9.5. The disparity in support from the affiliates has contributed significantly to an unhealthy imbalance in the registration of masters across the country. With reference to paragraph 1.3 of this chapter, it will be noted that more than 50% of SAMS' total members are registered with just two clubs.
- 9.6. As a consequence, also, Free State masters club has sadly been dissolved, partly because of lack of support from Free State aquatics and partly because no master being able/willing to take over the administration of the club. It is a pity a new club in the North West region (e.g. Klerksdorp) could not have been established which then could have become the home for all the Free State masters.
- 9.7. In addition, Fish Eagles apparently continue to wrestle with Eden Aquatics particularly in respect of the demands by that affiliate for high club and individual masters registration fees.
- 9.8. Unfortunately, there is very little SAMS or SSA can do to change the mindset of those affiliates who have no interest in supporting masters. SAMS can however, use discreetly, when all else fails, what tools it has to try and correct the imbalances referred to in paragraph 9.4 above and, in particular, to take note that:-
 - 9.8.1. SAMS has reserve finds which can be used to sponsor the fees of small clubs and thereby sponsoring indirectly, swimming in the smaller affiliates and
 - 9.8.2. SAMS has a database separate from that of SSA and it is the former which is deployed for running Nationals. i.e., this paves the way for a swimmer to be registered with SAMS under a masters club and participating in masters galas including Nationals for that club while at the same being registered with a different aquatics club for participating in Aquatics galas including SSA open water champs. This arrangement has worked successfully in the past. But of course it all depends on the open mindedness of the applicable affiliate involved.

10. SAMS logo

- 10.1. SAMS, at the 2008 AGM held at Kings Park Swimming Pool in Durban, unveiled a new logo – see front cover of this issue. The logo had been designed by Chris Kitsopoulos - being the winner of a competition open to all. Two logos had in fact been chosen by SAMS and then voted on by all of SAMS' members.
- 10.2. SAMS' constitution was changed in 2010 to accommodate the new logo.

11. Presidents' meeting

- 11.1. The president's meeting (a SAMS' general meeting in terms of the constitution) is attended by the full SAMS executive committee and by the regional presidents. The meeting is held annually, normally at the end of May, June or July. SAMS, at its discretion, may assist smaller regions in covering transport and/or accommodation costs. Being a general meeting, club members may also attend but cannot vote.
- 11.2. The purpose of the meeting is to, inter alia: review the status and development of masters swimming; review and, if necessary, modify strategy and policy; set the programme for the year and to obtain feedback from regional presidents on activities in their respective regions. Regional presidents are required to present their annual reports and financial statements by the end of May. (See also 3-3.5).
- 11.3. In terms of the constitution only the president of SAMS and the regional presidents have voting rights (see 3-3.6 and paragraph 17 below). This ensures that control is retained with members through their regional presidents.

12. Business cards

- 12.1. Business cards providing relevant contact and website information come in handy when encouraging new members to join, especially around the pool deck when paper and pens are not readily available!
- 12.2. Double sided cards can be considered with club/regional info on one side with SAMS info on the other. Alternatively regions/clubs can provide their own cards as they see fit.

13. History of Nationals

- 13.1. The table below refers

No	Year	Venue	Host
1	1985	Durban	KZN
2	1986	Johannesburg	Gauteng
3	1987	Durban	KZN
4	1988	Cape Town	WP
5	1989	Durban	KZN
6	1990	Cape Town	WP
7	1991	Pretoria	Tshwane
8	1992	East London	Border
9	1993	Durban	KZN
10	1994	Strand	WP
11	1995	Nelspruit	Tshwane
12	1996	Durban	KZN
13	1997	Rustenburg	Gauteng
14	1998	Bloemfontein	Free State
15	1999	East London	Border
16	2000	Cape Town	WP
17	2001	Pretoria	Tshwane
18	2002	Oudtshoorn	SWD
19	2003	Durban	KZN
20	2004	East London	Border
21	2005	Germiston	Easterns
22	2006	Malmesbury	WP
23	2007	Sasolburg	Gauteng
24	2008	Durban	KZN
25	2009	East London	Border

No	Year	Venue	Host
1	1985	Durban	KZN
26	2010	Pretoria	Tshwane
27	2011	Oudtshoorn	SWD
28	2012	Cape Town	WP
29	2013	Port Elizabeth	EP
30	2014	Bloemfontein	Free State
31	2015	Ellis Park	Gauteng
32	2016	Durban	KZN
33	2017	East London	Border
34	2018	Pretoria	Tshwane
35	2019	Port Elizabeth	NMBA
36	2020	Germiston	Mega
	2021	Cancelled	(Covid)
37	2022	Cape Town	WP
38	2023	Nelspruit	Tshwane
39	2024	St Stithians	Gauteng
40	2025	Durban	KZN
41	2026	George	Eden
42	2027		

13.2. The number of times regions have hosted nationals are as follows:

Host	No of Times
Border	5
Easterns	1
EP	1
Free State	2
Gauteng	5
KZN	9
Mega	1
NMBA	1
SWD	2

Tshwane	6
WP	7
Total	40

14. SAMS' trophies and awards

14.1. Trophies and awards are covered in chapter 12

15. Honorary life membership

15.1. Suggested criteria for awarding honorary life membership: 15 years service in any of the administrative cadres of Masters (viz., SAMS, Masters Regions and/or Clubs) plus outstanding contribution in the interests and promotion of Masters Swimming. Nominations to be considered at the Presidents' meeting.

15.2. John Petersen and Derek Fyfe have been awarded life membership.

16. Hosting SAMS

16.1. One of the biggest problems facing masters swimming has been the reluctance of regions to take on the task of hosting SAMS. Basically because most regions have apparently insufficient able and/or concerned members willing to take on the task over and above their existing regional and club duties. To force the issue a roster system was drawn up but even that failed (see 3.6 above).

16.2. Furthermore, the hosting of SAMS has always fallen on the shoulders of just the four larger regions (KZN, WP, Gauteng and Tshwane) on the assumption that these regions have had the greater capability.

16.3. In an effort to resolve the problem, and to possibly include other regions other than the four mentioned above, SAMS has taken the following steps.

- o Provision for employing a paid secretarial service as an incentive (see also 3-12.6 & 10-4).
- o Provision of a handbook.
- o Provision for ensuring continuity in SAMS when handing over from one region to another (10-3).

16.4. With the systems in place as indicated above, it is expected that regions will be more easily encouraged to take on the task of hosting SAMS.

16.5. In the light of Border being unable to host SAMS after the sad passing of Paul Reeves, Tshwane agreed to take over for the seasons 2013/14 and 2014/15. Subsequently, Tshwane agreed to host for a third term - 2015/16.

17. Summary of voting rights, notice of meetings and quorum requirements.

- 17.1. At all general meetings (viz; presidents, annual general or special general meetings) voting is as follows. One vote per region present and one for SAMS' president and this is regardless of how many members attend the general meeting or the membership size of a region (3-3.6). SAMS' president has an additional casting vote in the case of equality in votes on a resolution (3-5.4). Thus with ten regions, the maximum number of votes possible is twelve. The motion/proposal is carried if 2/3rds of the votes are in favour (3-8.8).
- 17.2. For all general meetings a notice of 14 days prior to the date of the meeting together with an agenda must be given to regions (3-8.5). Any proposed changes to the status quo must be motivated. Typically, this could be changed to the format of the long course/short course champs or winter challenge or whatever. This is to enable regional presidents to have time to discuss with their members before the general meeting.
- 17.3. Specifically, in respect of the AGM or SGM any motions to be moved must be submitted to SAMS' secretary 30 days before the date of the meeting, and, in turn, passed on so that regions receive at least 14 days prior to the AGM/SGM (3-11.1).
- 17.4. For all general meetings a quorum is formed if two SAMS' executives and half the number of regions are present (3-8.1). A quorum for a SAMS' executive meeting comprises SAMS' president and two other executives (3-5.5).
- 17.5. It is important for SAMS to adhere to the process to prevent individuals/groups implementing changes to serve self desires and which might not be in the best interests of masters swimming. Obviously, regional presidents need to be sure that their vote is a representative 2/3rds majority vote of the members in their respective regions!

18. About SAMS' website

- 18.1. As indicated in 1-2.1 and paragraph 3.36 above, a new modern website has been developed by Romeo Botes and the website is up and running. It is the objective that each region will have access to their own page to update with local information. A single person in each region needs to be identified who will take on this responsibility. Until this is in place, Carole Bridges will be responsible for doing the updating. The web address is www.samastersswimming.com
- 18.2. The old web site (www.samswim.co.za) which was designed by John Petersen and managed by him for many years is no longer in use but as it holds valuable historical information John will be transferring the information to an online drive which will be accessible through a link on the new site.
- 18.3. Referring to the paragraph above, the "results" section contains: info on LEN (Ligue Europeene de Natation) points (a method based on 1000 points for determining, per event, relative performance of swimmers regardless of age group), results for regional and club galas, results for national galas (long course and short course champs) as well as results for international masters galas specifically world masters champs. Under the records section, SAMS colours' qualifying times may be found.

- 18.4. Clubs/regions are welcome to have their own web sites/facebook pages but clearly there is no point in duplicating information. Club/regional web sites should then only contain information which is unique to clubs/regions such as history files, club membership forms and fees and the like.

19. Registration in the area of jurisdiction

- 19.1. This is a hot potato which should be left well alone as SAMS and SSA constitutions are in conflict. It is estimated that an excess of 30% of masters swim for clubs outside their areas of jurisdiction. For SSA, this is a big issue but not for Masters as the latter always represent clubs regardless of the level of competition (see also paragraph 9.3 above).

20. Indemnity waiver

- 20.1. As indicated In paragraph 3.39 above the following indemnity waiver must be used on all entry forms:

*“By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against **NAME OF CLUB OR ASSOCIATON** and South African Masters Swimming, their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity.”*

CHAPTER 3 CONSTITUTION

SOUTH AFRICAN MASTERS SWIMMING

(SAMS)

CONSTITUTION

2019

As confirmed at the SAMS' AGM held on the 21st March 2019 in Port Elizabeth



SOUTH AFRICAN MASTERS SWIMMING (SAMS)

CONSTITUTION

In this constitution, words importing the masculine gender shall include the feminine, words in the plural shall include the singular and words in the singular shall include the plural.

1. TITLE AND BADGE/LOGO

- 1.1. The national governing body for masters swimming in South Africa shall be known as SOUTH AFRICAN MASTERS SWIMMING (hereinafter referred to as SAMS).
- 1.2. The badge/logo of SAMS shall be a stylised swimmer in front crawl stroke with shadow accompanied by words "SOUTH AFRICAN MASTERS SWIMMING" and the current domain name for the SAMS internet web site. The basic shape of the badge is circular and in the colours of the SA flag on a white background as is illustrated on the front cover of this constitution.

2. OBJECTS AND DEFINITIONS

- 2.1. To encourage and promote Masters swimming, open water swimming, diving and synchronised swimming (hereinafter known as Masters swimming) in the Republic of South Africa and to ensure that Masters swimming is conducted without discrimination on the grounds of gender, race, religious or political affiliations.
- 2.2. Masters Swimmers, Open Water Swimmers, Synchronised Swimmers and Divers will be known as Masters Swimmers for the purposes of this constitution.
- 2.3. To advance Masters swimming whose participants may not be younger than eighteen years of age and the enjoyment of swimming amongst every community in South Africa, with particular emphasis on assisting and encouraging those categories of the population not generally exposed to the sport.
- 2.4. To promote and uphold uniformity of rules for the control and regulation of competition by Masters swimmers, which rules shall be those as promulgated, from time to time, by FINA, the international controlling body for swimming.
- 2.5. To enforce the observance of the constitution of SAMS and deal with any infringement thereof, which authority is to be delegated to the Executive of SAMS, as defined below.
- 2.6. To raise funds for the advancement of Masters swimming in the Republic of South Africa and, at its discretion as executed by its Executive, to assist with the expenses of tours by Masters swimmers outside South Africa.

- 2.7. To conduct competitions, notably an annual National Championship in age groups commencing with age groups 18-24 and progressing with 5-year age brackets, 25-29, 30-34, etc as high as required.
- 2.8. To promote social and recreational amenities or facilities to the members of SAMS.

SAMS will achieve the above mentioned objects and carry out its activities in a non-profit manner and with an altruistic or philanthropic intent. None of the activities listed above, shall be intended to directly or indirectly promote the economic self interest of any member, employee or executive of SAMS.

3. MEMBERSHIP

- 3.1. Membership of SAMS is limited to Regions.
- 3.2. A Region is a geographical Province according to SSA Constitution and is represented by a regional body consisting of a committee made up of a president, vice-president, secretary, treasurer and one representative from each club in the region. The regional body will have an administrative function for the clubs affiliated to it. These regional bodies will be affiliated to SAMS as members.
- 3.3. The Regions are represented by one delegate, usually the President of the region. Together they will assist SAMS in implementing its objects and administering Masters swimming in South Africa.
- 3.4. Each region shall present a copy of its constitution to SAMS on application to become affiliated members and all changes to these constitutions are to be ratified by SAMS.
- 3.5. Regions, prior to the first General Meeting of SAMS (a meeting of all Regions together with the Executive) in each new Financial Year, will present their Annual Report and Financial Statements. These must reach the SAMS Executive not later than 31st May of each year.
- 3.6. Each Region, represented by one delegate, and SAMS' President or his delegate will have one vote at all General Meetings.
- 3.7. Masters swimmers must belong to a Club, which is affiliated to a Region in which it is geographically situated. Masters swimmers may join any club regardless of his residential address and, thereafter, participate in competition under the name of that Club for the current year of membership.
- 3.8. Before applying to form a Club, it must reserve a unique name, Club colours and a symbol, for approval from the Regional body. The Club must form a Committee comprising of Chairman, Vice-Chairman, Secretary and Treasurer, and nominate one delegate to represent it on the Regional body. Clubs may raise funds individually to be used in accordance or in the furtherance of their specific objectives.

- 3.9. Masters swimmers pay annual membership fees to a Club (determined by the Club at the AGM of the Club), annual affiliated fees to the region (determined by the Region at the AGM of the Region) and an annual affiliated fee to SAMS (as determined by SAMS at the AGM of SAMS).
- 3.10. The members are entitled to annual membership of SAMS.
- 3.11. The members of SAMS shall not be entitled to sell or otherwise dispose of their membership rights, or any entitlement in terms thereof.
- 3.12. All Masters members must pay a registration fee to SSA, unless they have already paid through another Aquatic discipline of SSA.
- 3.13. In order to accommodate the inception of new regions, the Executive may, in its discretion, deem a Club to be the representative body for that region and affiliate the Club on the same terms and conditions as Regions. Clubs admitted in this manner shall have the same rights at General Meetings as Regions.
- 3.14. Members of Clubs may attend General Meetings of SAMS and participate in the business of SAMS but will not have voting rights.
- 3.15. Clubs must submit their Constitutions to their Regional body.
- 3.16. Clubs must submit annually their Financial Statements to their Regional body.
- 3.17. In the event of the Club also being the Regional body, Constitution and Financial Statements must be submitted to SAMS.
- 3.18. Masters Clubs may be part of Swimming Clubs of the same name.
- 3.19. All Masters Clubs must endeavour to enrol at least 8 (eight) members so relay teams can be formed. However, there is no limitation to the number of members in any one club.

4. APPLICATION OF FEES AND OTHER FUNDS

- 4.1. SAMS shall be entitled to receive membership fees or other funds for the purpose of carrying out its objectives and activities, provided that:
 - 4.1.1. It shall not directly or indirectly distribute any surplus funds to any persons, other than the distribution of such funds on winding-up or dissolution, as provided for in clause 20 below;
 - 4.1.2. It may not pay any remuneration to any person which is excessive, having regard to what is generally considered reasonable in the sector and in relation to the services rendered; and
 - 4.1.3. It may not pay remuneration to any person which is determined as a percentage of any amounts received or accrued to SAMS.
 - 4.1.4. It may not accept any donations which are revocable at the instance of the donor for reason other than a material failure to conform to the designated purposes and conditions of such donation

5. EXECUTIVE & DELEGATES

- 5.1. The affairs of SAMS will be conducted by an appointed Region elected at an Annual General Meeting, such appointed Region to serve for a minimum of 2 (two) years. The President will be elected at the Annual General Meeting of SAMS. The President will then appoint the rest of the Executive officers, namely the Vice-President, Secretary, Treasurer and Public Relations Officer. Such Executive officers must be individual members of a Club affiliated to a Region.
- 5.2. The Executive of SAMS will at all times be composed of individuals, at least 75% of whom are, at the time of their election, active members of a Club in South Africa. This clause may not be amended unless 80% of SAMS members (regions), in a General Meeting, vote in support and shall hold office for a period of at least two years.
- 5.3. Additional members may be co-opted to the Executive to assist in the execution of the affairs of the Executive.
- 5.4. The President shall act as Chairman of all SAMS meeting and in addition to his deliberate vote, have a casting vote in the event of an equality of votes on any resolution.
- 5.5. A quorum for meetings of the Executive shall consist of the President and not less than 2 other officers.
- 5.6. Should any executive officer absent himself from three consecutive meetings of the Executive after having received the customary notices and without special leave of absence, he shall have been deemed to have vacated his office.
- 5.7. Such vacancy will be filled at the discretion of the remaining Executive Officers.

6. ADMINISTRATION OF SAMS - DUTIES OF THE EXECUTIVE

- 6.1. The administration of SAMS is to be exercised through the executive of SAMS.
- 6.2. The Executive will deal with all matters necessary for the proper conduct and management of the affairs of SAMS during the periods between General Meetings. Such matters include:
 - 6.2.1. The leasing or hiring of movable and immovable property in the name of SAMS, where it shall appear to be in the best interest of SAMS and upon such terms as it may deem expedient.
 - 6.2.2. To purchase such movable property as may be reasonably required for the purpose of carrying on the affairs of SAMS, eg. stationary and office equipment.
 - 6.2.3. At all times control of registered swimmers to be exercised by SAMS through the Regions and Clubs where the swimmer is registered.
 - 6.2.4. To arrange and conduct the National Championships and in doing so, award to a Region the right to host such championships.

6.2.5. To assist the host regions a set of "Guidelines to Nationals" must be supplied

- 6.3. Host region to provide Financial Statements relating to the national championships, which are , together with a report, to be presented at the next General meeting.
- 6.4. To act as holders in trust of all trophies, monies and other property of SAMS and to deal with the same as SAMS may decide. All trophies belonging to SAMS shall be insured by and at the expense of SAMS.
- 6.5. To compel, where advisable, any Affiliate or individual, before removing any trophy won by such Affiliate or individual, to provide adequate security against loss or damage to or non-return of such a trophy.
- 6.6. The engraving of Trophies to be the responsibility of the recipient, but payment for such engraving to be the responsibility of SAMS, through the Regions.
- 6.7. To ensure a smooth take over by the succeeding SAMS hosting region by:-
 - 6.7.1. providing the successor region with an updated, new edition of SAMS' strategy document (SAMS Integrated Handbook)
 - 6.7.2. the president elect of the recipient region assisting in the affairs of SAMS for a period of at least 3 months prior to take over
 - 6.7.3. After taking over, the past president of SAMS should assist the new committee for a period of at least 3 months.

7. POWERS OF THE EXECUTIVE

- 7.1. To enter into an agreement with a sponsor to finance SAMS including National Championships. Regions may enter into an individual sponsorship agreement provided that the Regional sponsor is not a competitor of the National Sponsor and subject to the approval of the Executive.
- 7.2. The power to fine, reprimand, suspend or expel any affiliated Regional Body or Club, member Club or any individual member thereof, which or who, in its opinion, has been guilty of any misconduct warranting such action. In this instance, these powers may be delegated to the Regions, where appropriate.
 - 7.2.1. Any decision so given by the executive, however, shall be subject to an appeal to SAMS at a General Meeting.
- 7.3. To conduct, institute or defend legal proceedings on behalf of SAMS and be empowered to take evidence on commission.
- 7.4. To appoint delegates to international and other congresses or meetings

8. CONDUCT OF MEETINGS

- 8.1. A quorum at all General Meetings shall consist of not less than two members of the Executive and not less than half of the number of the Regions.

- 8.2. All General Meetings shall be open to individual members of Clubs and to the press, except when the meeting resolves itself into committee.
- 8.3. A full record of the minutes of the proceedings of all General (Special and Annual) and Executive and other meetings shall be kept. These minutes shall be forwarded to the Secretary of each Region. The minutes shall be read at the next General or Executive meeting, as the case may be, and after confirmation, are to be signed by the Chairman of the meeting.
- 8.4. Annual General Meetings shall be held as provided for in this constitution and additional General Meetings may be held whenever considered necessary by the Executive, and shall be held upon requisition signed by not less than half of the Regions.
- 8.5. Fourteen days clear notice of all General Meetings shall be sent to all Regions, together with the agenda to be dealt with at the meeting.
- 8.6. If within fifteen minutes from the time appointed for any General Meeting a quorum is not present, the members present shall be entitled to proceed with the business on the agenda only.
- 8.7. The President, or in his absence, the Vice-President shall be chairman of the meeting. In the absence of both, the meeting shall elect a chairman.
- 8.8. No resolution shall be rescinded at the same meeting unless a motion is carried by a two-thirds majority of the members present.
- 8.9. At least one General Meeting shall be held annually during the winter season.
- 8.10. Should any Region be more than three months in arrears with its Annual Report and Financial Statements, its delegates shall not have the right to attend any meeting of SAMS and all rights and privileges arising from its membership of SAMS shall be suspended until the documentation due to SAMS has been received.
- 8.11. Notwithstanding anything herein contained, a Region which fails to comply with this condition shall ipso facto be removed from affiliation and may only be readmitted on making an application for reinstatement which shall not be considered until the applicant has the necessary documentation and an application fee of R25.00 (twenty-five Rand).

9. APPOINTMENT OF TEMPORARY SPECIAL EXECUTIVE

- 9.1. A Special Executive Committee for championships will be appointed at the Annual National Championships, it will consist of those members of the Executive present, together with such other persons as may be nominated by the Executive prior to the commencement of the championships, but not exceeding a committee in all of five. The powers of such a committee shall be the same as the ordinary powers of the Executive, as in this constitution provided for and be subject at all times to review by SAMS.

- 9.2. A Championship Committee shall be appointed to act during the course of the annual national championships consisting of the Referee of the Championships (as Chairman), the Chairman of the Championships Committee, the Chief Judge, Chief timekeeper and Starter. This committee is empowered to deal with all matters arising out of or concerning the proper conduct and running of the Championships itself, during the Championship and for one month thereafter, but not such matters as are specifically provided for in this constitution to be dealt with by the Executive and Affiliates of SAMS. The President and Secretary of SAMS shall also be members of this Committee, ex officio, and have power to appoint alternates from the Executive to act for them in the case of their absence from the Championships.

10. ANNUAL GENERAL MEETING

- 10.1. The Annual General Meeting of SAMS shall be held each year at the national championships, which should take place not later than 30th April. At this meeting the Executive shall submit its written report of the past year's work.
- 10.2. Because the national championship has a significant impact on the finances of SAMS, the Treasurer shall submit provisional Financial Statements at the championships, but the audited Financial Statements shall be presented at the next General Meeting.
- 10.3. The following order of business is to be adopted:
- Confirmation of minutes of previous Annual General Meeting
 - Executive's Report
 - Treasurer's Interim Report and Financial Statements
 - Notices of Motion (if any)
 - Alterations and Additions to the Constitution
 - Election of Executive (if two year period is completed)
 - Election of an independent accounting officer
 - Masters Award.

11. NOTICES OF MOTION AND AGENDAS

- 11.1 Notice of any motion to be moved at a Special General Meeting and Annual General Meeting shall be sent to the secretary of SAMS to reach him at least 30 days before the date of the meeting.
- 11.2 The agenda for a Special, General and Annual General Meeting shall be sent to the Secretary of each Affiliate to reach him at least 14 days before the Meeting.

Only matters on the Agenda may be discussed at the Special General Meeting.

12. FINANCIAL MATTERS

- 12.1 SAMS financial year shall extend from 1st May to 30th April.
- 12.2 SAMS may refund all necessary expenses incurred by any of its members while engaged in the work of SAMS. Approval for expenditure over R500 must be obtained beforehand.
- 12.3 The Treasurer shall keep proper books of accounts, which shall be signed off annually by an independent accounting officer appointed by SAMS. After the end of the financial year, the Treasurer shall frame a Balance Sheet and Income and Expenditure Account and, after audit, a copy shall be forwarded, together with the Treasurer's Report, to the Secretary of each Region to reach him 14 days before such report is to be tabled at an Executive Meeting of SAMS.

- 12.4 SAMS shall open and maintain an account with a registered Financial Institution and the account shall be operated upon by any two of the following: the President, Vice President, Treasurer and Secretary.
- 12.5 On the appointment of a new SAMS Executive, Audited Financial Statements and all books and vouchers must be in the hands of such new Executive, 14 (fourteen) days prior to the Presidents' meeting.
- 12.6 The voting members of SAMS (see clauses 3.6 and 5.4) may award an amount as agreed by the majority of voting members to assist the host region with the duties of the Executive as defined in clause 6.

13. APPEALS

- 13.1 Any Region may appeal against any decision of the Executive and any member of a Club associated with a Region may appeal against any decision of such Region. The appeal shall be accompanied by a sum of R20 (twenty Rand), which, in the event of a successful appeal, shall be refunded.
- 13.2 SAMS on receipt of an appeal against disciplinary action taken by a Region against any member of a Club associated with that Region, may at its discretion alter such decision by increasing or decreasing the penalty imposed.

14. SAMS COLOURS & AWARDS

- 14.1 Competitors who achieve a time equal to, or better than, the qualifying time, as published annually by SAMS, will be awarded colours in the form of a badge or a scroll once they have attended three SAMS LC Nationals. The qualifying time for each event is arrived at by using the 10th time in that event from the latest annual FINA Top Ten listing. The latest FINA Top Ten 10th time will only replace the previous SAMS qualifying time if it is faster.
- 14.2 SAMS colours for open water swimming will be awarded to competitors, once they have attended three SAMS LC Nationals (pool or open water), on the basis of a swimmer equalling or bettering an age group based benchmark qualifying time, published annually by SAMS, in two SAMS approved 3km open water swim events (see note below). The two events must be swum in the same season. The age group benchmark qualifying time shall be derived, for each age group, by multiplying the colours qualifying time set for the 1500m pool event as per clause 14.1 above by an appropriate multiplying factor (typically between 2.1 and 2.3). The multiplying factor will be determined (and adjusted on an annual basis if deemed necessary) by SAMS. This factor shall ensure that a high, yet attainable standard for colours is maintained.

Note: SAMS' approval is subject to the event satisfying both the "Rules for Sanctioned Events" as published on the web by SSA as well as SAMS' checklist for open water swimming as published on the web by SAMS. It should be further noted that even if the open water swim is a FINA masters' event or an event sanctioned by SSA yet fails to meet SAMS' checklist criteria, the event shall be rejected as a qualifying event for colours.

- 14.3 Applications for colours must be made to the records clerk together with documentation reflecting the recording by three timekeepers or ETD. Such recording to be signed by the Referee and Chief Time-Keeper. In the case of open water swimming colours, a copy of the official, published results sheets, signed by the club chairman, must accompany the application.
- 14.4 To recognise meritorious service to SAMS, honorary life membership may be awarded to an individual - this membership will be non-voting.
- 14.5 The decision to make such an award will be taken at a General Meeting and with a unanimous vote.
- 14.6 SAMS in a General Meeting may acknowledge and reward the efforts made to promote masters swimming in South Africa by a person from a foreign country.

15. RECORDS

- 15.1 All applications for ratification of national and world records shall be made to the records clerk on a prescribed form, not later than 21 days after the staging of the event in which the record was established.
- 15.2 The timing system and documentation shall be in accordance with the requirements laid down by FINA. In the case of an application for a world record, it must be accompanied by a certification of the pool length, as required by FINA. All time sheets must be signed by the Referee and Chief Timekeeper.
- 15.3 SAMS shall have the power to decide which events shall qualify for national records.

16. LAWS AND BY-LAWS GOVERNING COMPETITIVE MASTERS SWIMMING

- 16.1 Where no provision is made in this constitution regarding the conduct of the sport, SAMS may be guided by and accept the laws and rulings of FINA
- 16.2 The technical laws as set out in the FINA handbook and in any of its bulletins, with regard to masters swimming, diving and synchronised swimming, shall guide all competitions held in South Africa and shall become operative immediately after receipt of FINA notification.

17. DISBANDING OF REGIONS AND CLUBS

- 17.1 In the event of a Club being disbanded, the funds and assets owned by that Club will be returned to the Region to which the club is affiliated.
- 17.2 In the event of a Region being disbanded, the funds and assets owned by that Region will be returned to SAMS.

18. INTERPRETATION OF LAWS

The interpretation of this Constitution or any other questions not provided for herein shall be referred to SAMS for decision in a General Meeting, which decision shall be binding.

19. AMENDMENTS OR ALTERATION OR AN ADDITION TO THE CONSTITUTION

- 19.1 Any of the foregoing may be amended, altered or added to, at an Annual General Meeting or a Special General Meeting provided that:

19.1.1 Due and prior notice has been given and duly circulated 14 days before the meeting.

19.1.2 That the proposed amendment, alteration or addition is passed at the said meeting or any adjournment thereof by not less than two-thirds of the Regions present.

19.2 SAMS will submit any amendments to its constitution to the Commissioner of the South African Revenue Service

20. WINDING UP

If upon winding up or dissolution of SAMS there remains, after satisfaction of all its debts and liabilities, any assets or funds whatsoever, the same shall not be paid out to or distributed among the members of SAMS. SAMS shall be required to transfer any such assets or funds to any public benefit organisation approved by the Commissioner of the South African Revenue Service, any institution, board or body which is exempt from income tax in terms of section 10(1)(cA)(i) of the Income Tax Act No 58 of 1962, which sole or principal object is the carrying on of any public benefit activity, or any department of state or administration in the national, provincial or local sphere of government. The entity to which such assets are transferred, is required to use those assets solely for the purposes of carrying on one or more public benefit activities.

21. SAMS BY-LAWS (2019)

By-laws may be added to or deleted from at Committee Meetings, but must be ratified at a General Meeting.

21.1. Regions and Clubs must submit Officials' names to SAMS not later than 31st August of each year. Contact numbers must also be included.

21.2. Registrations

21.2.1. Regions must affiliate club members according to the procedures set out by SAMS

21.2.2. New Members' registrations must be accompanied by a copy of his/her I.D. and SSA Capitation Form. This is required for SSA's records.

21.2.3. All registration forms and lists must be accompanied by SSA and SAMS registration monies, as laid down by both bodies. Payments must be made to SAMS and not SSA.

21.3. Members changing Clubs must re-submit copies of their ID's.

21.3.1. Should a masters swimmer wish to move from one club to another during a given season (or at the start of a season) he/she must do so prior to SSA registration date of 30 November of that particular year, failing which the swimmer will remain with the current club until the end of the season.

21.3.2. Prior to joining a new club, a swimmer must get a letter of clearance from their current club's President. This must be submitted to the President of the new club by the swimmer, with a copy sent to the SAMS secretary on submission of the registration to the secretary. The President of the new club may not accept any registration from a swimmer moving clubs – whether from within the region or outside the region – without receipt of this release.

21.3.3. Members are defined as Swimmers, Club Officials and Gala Officials.

21.4. Records and colours for pool swimming can only be claimed for those established at an official Masters gala or masters only heat in any other gala. Applicants for records and colours (pool and open water swimming) must be South African citizens or be permanent residents of South Africa. If a non-South African breaks a South African record, the record will be acknowledged with an astrix but not claimed/held. Records and colours for times established at masters' galas and colours for open water swimming may be claimed for events held outside the RSA provided the swimmer competes as a registered member of his/her South African Masters

Club.

- 21.5. Time trials must be requested in writing 14 days before, and must be held in a properly surveyed pool with Referee, Starter, Judge + 3 (three) Timekeepers. No pace setters are permissible.
- 21.6. Members wishing to participate in meets outside R.S.A. must obtain permission from SAMS, who will, in turn, apply for clearance from SSA.
- 21.7. Only Members fully paid up and registered on the day of their competition will be eligible for competitions organised by SAMS.

CHAPTER 4 RULES, RECORDS AND COLOURS FOR POOL SWIMMING

(Please refer to Chapter 14 for Open Water Swimming)

1. General

- 1.1. SAMS follows FINA rules for masters. SAMS however, also recognizes an 18 to 24 age group for individuals and a 72-99 relay team age group (see paragraphs 2.2 and 3.3 below).
- 1.2. SAMS follows SSA rules and guidelines where such are applicable to masters.
- 1.3. FINA Masters rules are easily accessible through using Google's search engine while SAMS' rules for records and colours may be found on SAMS' old web site (www.samswim.co.za). For convenience, pertinent rules are summarised below.

2. FINA General Masters Rules: 2017 - 2021 (MGR).

- 2.1. Under the heading General FINA states: "The masters program shall promote fitness, friendship, understanding and compete through Swimming, Diving, Synchronized Swimming, Water Polo and Open Water Swimming among those competitors with a minimum age limit of 25."
- 2.2. In order to encourage young swimmers to become masters, SAMS makes provision for a pre-masters (18-24) category. Note however, that no world masters records exist for this age group and swimmers under the age 25 do not qualify to break a world masters record in this age group or higher.
- 2.3. The members (i.e. such as SSA) shall register Masters' competitors in a special category for each of the five recognized disciplines. A competitor who registers for Masters in any discipline will retain his/her unrestricted right to compete in other competitions (MGR 1).
- 2.4. Except for specific exceptions in the FINA Rules and Regulations all other FINA Rules and Regulations shall apply to Masters Competitions (MGR 2).
- 2.5. Individual entries shall only be accepted from persons representing clubs. No swimmer or team may be designated as representing a country or Federation (MGR 3).
- 2.6. Age shall be determined as of December 31 of the year of competition (MGR 4).
- 2.7. Masters competitors must be aware of the need of being well prepared and medically fit before entering into Masters' competitions. They shall assume full responsibility for the risks included in competing in such competitions. In consideration of their entry, they must agree to waive and release FINA, the Organising National Federation and the Organising Committee from any kind of liability for accidents which may cause death, injury or property loss. Entry forms containing a warning of the risks, and Accident Waiver and Release of Liability must be signed by each Masters competitor (MGR 5).

3. FINA Masters Swimming Rules: 2017 – 2021 (MSW).

- 3.1. Individual Events. 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90-94.... (five year age groups as high as is necessary) (MSW 1.1).

- 3.2. Relays. To be conducted on the total age of team members in whole years. Age groups of relay events are as follows: 100-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320-359, (forty year increments as high as is necessary) (MSW 1.2).
- 3.3. SAMS recognizes that a seventeen year old may join masters providing he/she turns 18 prior to 31 December of that year.
- 3.4. The following events shall be catered for at World Champs in both 25m short course (MSW 2.1) and 50m long course (MSW 2.2). Freestyle: 50; 100; 200; 400; 800; 1500. Backstroke: 50; 100; 200. Breaststroke: 50; 100; 200. Individual Medley: 200; 400. Freestyle Relay: 4x50; 4x100; 4x200. Mixed Freestyle Relay: 4x50; 4x100; 4x200. Medley Relay: 4x50; 4x100. Mixed Medley: 4x50; 4x100.
 - **Note 1** The Short Course World Champs shall additionally provide for a 100m Individual Medley.
 - **Note 2** Relays shall consist of swimmers of the same sex apart from mixed relays where there shall be 2 swimmers of each sex.
- 3.5. The Technical Swimming Rules (MSW 3) in Part III of the FINA Handbook shall apply to Masters with the following exceptions:
 - Age groups and sexes may be combined so that no swimmers has to swim alone and lanes may be filled (MSW 3.1)
 - When using the forward start, the referee's whistle shall indicate that the swimmers may take their positions with at least one foot at the front of the starting platform or pool deck, or in the water with one hand having contact with the starting wall (MSW 3.2).
 - All masters' events shall be conducted on a timed final basis (MSW 3.3)
 - Swimmers may be allowed to remain in their lane while other swimmers are competing until directed by the referee to exit the pool (MSW 3.4).
 - The Organising Committee may arrange 400 metre, 800 metre and 1500m Freestyle to be swum two (2) swimmers of the same sex in a lane. Separate timing will be required for each swimmer (MSW 3.5).
 - The Warm Up must be supervised (MSW 3.6).
 - A breaststroke kicking movement is permitted for butterfly. Only one breaststroke kick is permitted per arm except that a single breaststroke kick is permitted prior to the turn and the finish without an arm pull. After the start and after each turn, a single breaststroke kick is permitted prior to the first arm pull (MSW 3.7).
 - Swimmers who had to be disqualified must be listed with coded reason for disqualification in the results list. (MSW 3.8).

4. Competition between clubs

- 4.1. As indicated in paragraph 2.5 above, individual entries shall only be accepted from persons representing clubs. No swimmer or team may be designated as representing a country or federation (MGR 3).
- 4.2. Relays shall consist of four swimmers each registered with the same club.

5. Lane allocations

- 5.1. As indicated in paragraph 3.5 above (MSW 3.5, the Organizing Committee may arrange 400m, 800m and 1500m Freestyle to be swum two (2) swimmers of the same sex in a lane. Separate timing will be required for each swimmer.

- 5.2. As indicated in paragraph 3.5 above (MSW 3.1), age groups and sexes may be combined so that no swimmer has to swim alone and lanes may be filled.

6. Records for pool swimming

- 6.1. Masters World records 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 in the application form. 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 malfunction (MSW 5.1). World records can only be established in a Masters meet (gala) sanctioned by a FINA Member (MSW 5.3). Applications for Masters World Records must be made on the FINA official forms by the individual in question within 60 days from the end of the event (MSW 5.2).
- 6.2. Consistent with the first bullet point above, clause 4 in the By-Laws to SAMS' constitution states: "Records and colours for pool swimming can only be claimed for those established at an official Masters Gala or Masters only heat in any other gala." Why?
- Masters records are exclusive to masters and are accordingly only recognized when broken at galas where all competitors in the heat are masters. It would be unfortunate if there were swimmers who joined a club simply to break SAMS' records, yet never competed in a masters' gala.
 - While there is some sympathy for masters in country areas these members have to accept that what is available in the city is not always possible in the country and that these members may have to travel to participate in masters galas and break records..
- 6.3. A swimmer must be a registered master for the applicable season before competing in a masters' gala during which a record is broken and then claimed by the swimmer.
- 6.4. Only a freestyle record may be broken in a freestyle event. Thus a swimmer, for example, doing butterfly in a freestyle event cannot break a butterfly record.
- 6.5. The following may be found on SAMS' Web Site regarding ratification of records for pool swimming. (NB. In the event of a discrepancy between hereunder and the website, then the info on the website takes precedent)

"In order to have a time recognized as a SAMS Record both of the following criteria must be fulfilled:

- You (or your relay team) must have achieved a time which equals or betters the current SAMS Record time. The time must have been recorded to 1/100th of a second either by ETD (Electronic Timing Device) touchpad or by 3 (three) electronic stopwatches in which case the middle time is used.
- At the time you (or your relay team) achieved the current record equaling or breaking time you (or for relays, every member of your relay team) must have been:
 - (i) A South African Citizen or have been granted South African Permanent Residence Status (i.e at the time you must be in a possession of a valid South African Identity Document that showed you 13 digit RSA ID Number and indicated your status as Citizen or Permanent Resident and
 - (ii) a properly registered and paid-up member, for the current season (01 May to 30 April), of a South African Masters Swimming Club that is affiliated to SAMS (NB Relay team members must all be registered with the same Club.) and
 - (iii) representing the above Club in the Gala/Meet and
 - (iv) competing in a Masters Gala/Meet or in a Heat or Event in a Gala/Meet where the Heat or Event has only Masters participating in it.(NB. The above also applies to all SAMS' Region and Club Record applications)."

- 6.6. A record application for pool swimming must reach SAMS' Record Clerk within 21 days from the date of the gala. It is your responsibility to ensure that your SAMS Record application is submitted correctly. The procedure for applying for a record, as may be found on SAMS' Web Site, is as follows:

"If you are swimming in a Masters Gala in South Africa, the task of applying for your SAMS record is normally done for you by the gala organisers, but you should check with them to make sure.

If you are swimming in a Masters Gala/Meet outside of South Africa, or swimming in a Masters Event in a Non-Masters Gala/Meet, you need to do the following:

- If the event was timed using ETD you should either obtain a printout of the result from the Organizers or obtain the web address (URL) of the published results.
- If the event was timed using hand held electronic stopwatches you should obtain from the timekeeping officials a document, signed by them, listing the required 3 times with the event details.
- You should submit either of the above together with the Gala and Event details to your Region's Recorder or Secretary. Either of them will forward your submission, along with the form below, to the SAMS Recorder. "

- 6.7. The form to be used for a record application is as follows:

South African Masters Swimming:

Record/Colours application (*specify as required*)

Event :

Distance :

Stroke :

Age group :

Women / Men (Highlight/underline appropriate category)

Short Course / Long Course (Highlight/underline appropriate category)

Swimmer's name :

Venue :

Date :

Electronic time :

Digital hand times : (1)

(2)

(3)

Certifying official : Title :

Name :

National Recorder : Printed name :

Signature :

Date :

Approved / not approved Reason :

- 6.8. To ensure that provincial records remain consistent with those of SAMS, three timekeepers are required with the application of the same set of rules (see also Ch.2-par.3.8).

7. Colours for pool swimming. NB: This is for SAMS Colours and not South African Colours.

7.1. Each year, in about the April - July time frame, FINA publishes a list of the Masters top 10 reported performances in the world (both long and short course) for the previous calendar year for all FINA Masters recognized age groups and events, both long and short course.. When this occurs SAMS extracts the 10th fastest times from this list and publishes these times in a table which is used by SAMS as a basis for the awarding of SAMS Colours for the new 01 May - 30 April season. If any time is slower than the previously tabled time then the previous time is retained, i.e. No slower time replaces a previously faster time and the qualifying time only gets faster or remains the same.

7.2. The following appears on SAMS' Web Site regarding colours qualification for pool swimming.

"In order to qualify for the award of South African Masters Swimming Colors for pool swimming all of the following 3 criteria must be fulfilled:

1. You must have achieved a time which equals or betters the time in the current SAMS table as described in paragraph 7.1 above. This time must have been recorded to 1/100th of a second either by ETD (Electronic Timing Device) touchpad or by 3 (three) electronic stopwatches in which case the middle time is used.
2. At the time you achieved the qualifying time you must have been:
 - a South African Citizen or have been granted SA permanent residence status (i.e. you must be in possession of a valid South African Identity Document that showed the 13 digit RSA ID Number and indicated your status as Citizen or Permanent Resident and
 - a properly registered and paid-up member, for the current season (01 May to 30 April), of a South African Masters Swimming Club which is affiliated to SAMS and
 - represented the above Club in the Gala/Meet and
 - competing in a Masters Gala/Meet or in a Heat or Event in a Gala/Meet where the Heat or Event has only Masters participating in it.

7.3. You must have competed in a minimum of 3 (or be competing in your 3rd) SAMS Long Course National Championships." The following appears on SAMS' Web Site regarding the procedure to followed in applying for colours for pool swimming:

"If you are swimming in a Masters Gala/Meet in South Africa, the task of applying for your SAMS colours is normally completed for you by the gala organisers, but you should check with them to make sure.

If you are swimming in a Masters Gala/Meet outside of South Africa, or swimming in a Masters Event in a Non-Masters Gala , you need to do the following:

- If the event was timed using an Electronic Timing Device (ETD) with touchpad you should either obtain a printout of the result from the organisers or obtain the web address (URL) of the published results.
- If the event was timed using hand held electronic stopwatches you should obtain from the timekeeping officials a document, signed by them, listing the required 3 times with the event details.
- You should submit either of the above together with the Gala/Meet name and Event details to your Club's or Region's Recorder or Secretary. Either of them will verify that you met the qualifying requirements and forward your submission, along with the completed application form below, to the SAMS Records Officer."

7.4. The form to be used in applying for colours is as the same as that given for a record application in paragraph 6.7 above.

CHAPTER 5 - REGISTRATIONS

1. General

1.1. Masters' clubs submit registration data and fees as follows:

- To the affiliate, for each individual master, an affiliate registration fee which includes the SSA registration fee as well as the affiliate's own registration fee.
- To the affiliate, a masters' club registration fee.
- To the masters regional body, a masters regional fee which includes the SAMS registration fee.

A member's club subscription fee includes all the foregoing fees as well as a club membership fee.

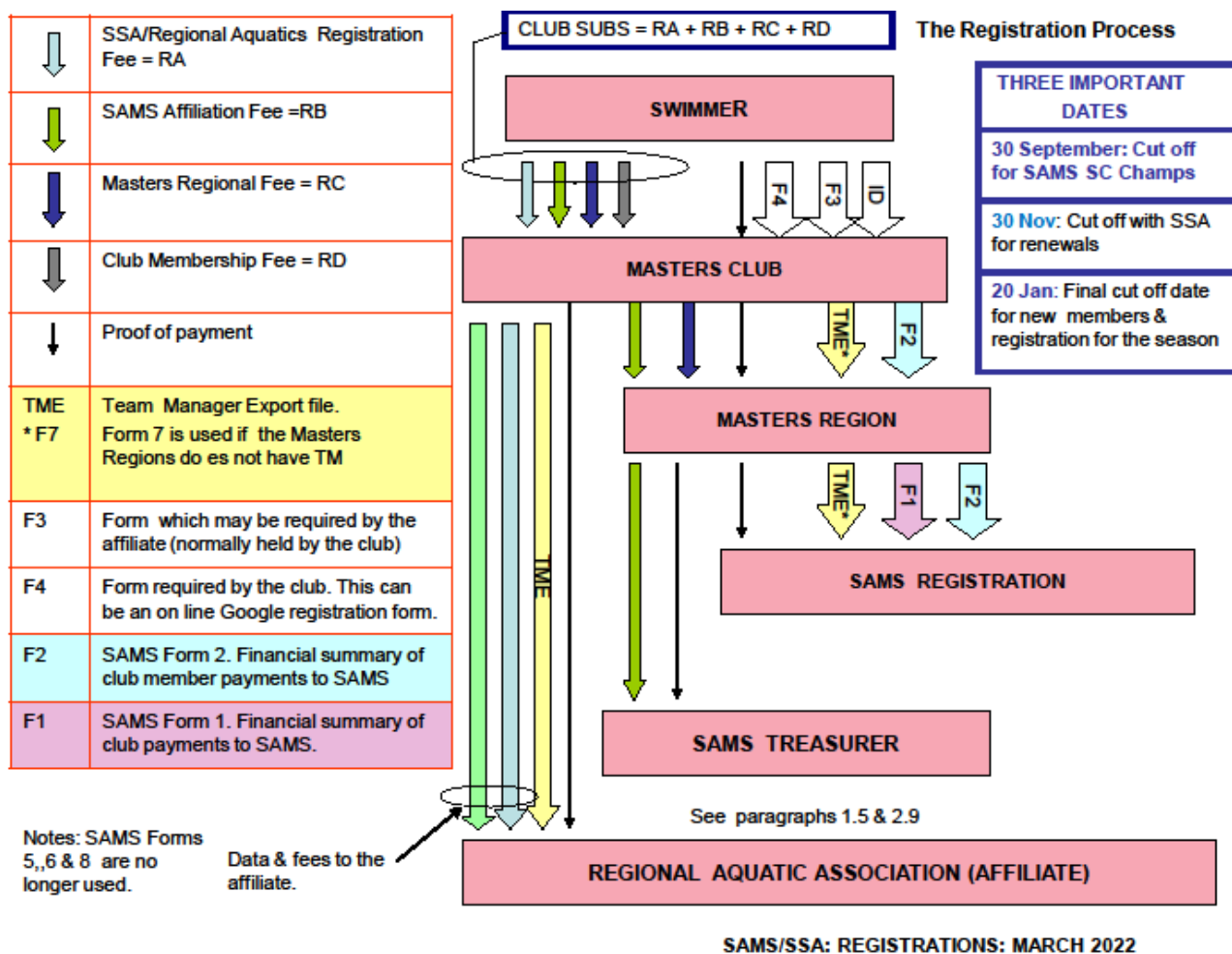
- 1.2. SAMS' fees are designed to just cover costs, typically, those required for software, website, gratuities, etc., with a small amount set aside for future needs.
- 1.3. Membership administration, including all forms and applicable fees required, is handled by secretaries and treasurers of the clubs and regions and at SAMS, by the registration officer and treasurer. As the task can be quite demanding at times, those involved have often been dubbed our "*valiant knights*".
- 1.4. In general, swimmers tend to be hugely intelligent but for whatever reason, when completing forms, swimmers often leave their brains in the shallow end of the dream pool! Often swimmers forget their given names when they complete forms.
- 1.5. Team Manager, a computer programme used by SAMS, SSA and the affiliates, is cardinal to the registration process and is the database holding all administration information pertinent to registrations such as which swimmers are active for the particular season (i.e. have paid their fees), contact details and club information. It is important that clubs obtain TM and that all registration secretaries are, or are able to become fully conversant with the programme. TM has its peculiarities but it is not difficult to get to grips with the basics. See also paragraph 3 below as well as chapter 6.

2. The process followed and flow chart

- 2.1. The process followed, showing the various forms and payments required, is illustrated in the flow chart (see overleaf). The diagram reflects the "big picture" and is hopefully self explanatory. Please note the following:
- 2.2. Swimmers always pay the necessary fees through their respective clubs and that there are no shortcuts in the process.
- 2.3. SAMS' (as well as the affiliates/SSA) financial year and the season extend from 1 May to 30 April each year.
- 2.4. "Cut-off date" means the last and final date for all applicable forms together with proof of payment to be on the desktop/computer of SAMS' registration officer. Please note the three important cut-off dates on the right-hand side of the diagram.
- 2.5. The forms and procedure have been designed to ensure that all information regarding swimmers is correctly captured and that all monies are collected and accounted for.

- 2.6. As can be seen on the flow chart, where clubs/regions are not using TM, masters regions use form 7 which is a form that emulates TM. It is very important that new members are entered into SAMS' database correctly and according to the swimmers' ID (see also Ch.6-Par.3.10).

REGISTRATION FLOW CHART



- 2.7. As shown on the flow chart, the club secretary/registration officer is required to send the following to each regional aquatic body (affiliate) as well as to the Masters Region/SAMS.
- A financial summary statement of members registered in the batch using the form required by the applicable affiliate with POP.
 - A PDF athlete roster for each type of registration in the batch (new and/or renewal).
 - A corresponding TM export files for each type of registration (new and/or renewal) registered above.
 - The covering email must spell out members changing names or clubs (see paragraph 4 below)
 - The above assumes that the club secretary deploys TM. Should this not be the case see the note at the end of this chapter

3. Team manager

- 3.1. Apart from the use of team manager by SAMS, it is **highly desirable that TM is also used by regions and clubs** as this will streamline the registration process, provide greater efficiency and ensure better maintenance of SAMS' database.
- 3.2. The clubs must retain copies all forms required by the affiliate as well as copies of swimmers' IDs in case they are required by SAMS or the affiliate. If the club does not have TM then form 7 must be used in lieu of TM and this form must be submitted to the Masters Region in lieu of TM.
- 3.3. It is important that the team manager is used correctly and in this respect kindly take note of the paragraphs that follow. It is assumed that the registration officer has a basic knowledge of the TM programme. The latter is described in chapter 6 which goes hand in hand with this chapter.
- 3.4. SSA/affiliate/SAMS requires the use of specific fields (slots) for capturing data to ensure that reports display information across all clubs in a consistent way as well as to ensure that no important data is lost when files are transported i.e. exported and imported.
- 3.5. TM on the "Athlete Information" page contains 4 sub-pages for the capturing of athlete data – Primary Contact, Secondary Contact, Medical and Custom. All pages are transportable (i.e. information is not lost) except the "Custom" sub-page. Data in the latter is intended for local club/regional use.
- 3.6. The following information is to be held as a minimum on SAMS' database and as transportable data; physical address, two telephone numbers (if two exist otherwise just the cell phone number), email address, emergency contact person and telephone number as well as RSA ID. Chapter 6 (specifically, paragraphs 3.10 and 3.11) illustrates the allocation of swimmers registration data to the applicable TM fields/slots.
- 3.7. When a database is exported and imported, the information as listed below on the recipient's "Athletes Information" page does **NOT** change:
 - Team status (i.e. existing team remains regardless of imported data) - see note (a).
 - Active/Inactive status (i.e. if inactive, remains as such) – see note (a).
 - Name and associated SSA ID number – see note (b).
 - "Custom" data – see note (c)

Notes

- (a) The above means that when a file is imported the status of the existing database must be changed manually to reflect that of the database from which it has been exported. To enable the recipient registration secretary to do this, each batch exported must, therefore, include the "School Year" reports of athletes exported in the batch. For example, in the case of batch C, pdf reports of "CN", "CR", etc.
 - (b) If the exporting secretary changes the name of an athlete (e.g. by adding a middle initial) the new name will be exported and imported. The recipient database will then have two names for an athlete and end up with more athletes than the exporting database. *The recipient secretary needs to be informed* accordingly so that the original (incorrect) name can be updated (see 3.11 below).
 - (c) The "Custom" data is reserved for club and regional local use, such as "who is able to assist at which gala and in what capacity" and is not transported.
- 3.8. When a database is exported and imported, the information as listed below on the recipient's "Athletes Information" **DOES** change providing the exporting secretary clicks on "Include Contact and Group Information" and providing the recipient secretary clicks on "Update/Add athlete TM Group/Subgroup/School Year" as well as "Overlay existing administration information."
 - Group Status (e.g. swimmer, swimming coach, master, etc).
 - Sub Group Status (i.e. ethnic classification).

- School Year Status (i.e. batch number).
- Primary Contact Status (i.e. postal address, email address, telephone numbers, etc).
- Secondary Contact Status (i.e. RSA ID numbers).
- Medical (e.g. emergency contact person and number).

- 3.9. Open the Athlete Page to make any change to the properties/profile of an athlete. If an athlete changes his/her name, make the necessary change in the appropriate fields and remember to click “Build ID” before clicking “OK” and closing. If you are entering a new athlete but your database indicates that the athlete already exists then most likely, the athlete has been registered previously either with a different club or under a different group. In this case make sure the “Team” and/or “Group” fields on the Athletes Page do not reflect specific clubs or groups.
- 3.10. When starting a new season, make a copy of the previous season’s database (mdb file) and change the name of copy to that of the new season. Next, on your new database change all swimmers to “inactive” (see Ch.6-Par.3.8) and you are ready to roll.
- 3.11. An important note that will save a lot of headaches for you! On the TM athletes page there is a field which pops up when TM detects that a new athlete you are registering may have a sibling. If you did not delete the pop up field when you click “ok” you end up with the siblings information for your athlete which will be incorrect! So frustrating!!

4. Members changing clubs

- 4.1. Invariably there are members who, for whatever reason, wish to change clubs. The best time to do this is at the start of the new season.
- 4.2. The procedure to be followed in changing clubs is outlined in the bylaws of SAMS’ constitution (see chapter 3 [clause 3.7 of the bylaws](#)). Chapter 10 paragraph 5 also refers..

5. Forms

- 5.1. Forms needed are outlined in the flow chart. With the use of TM, the financial summary forms required are relatively simple but would need to take into account any discounts SAMS may offer e.g. early bird and pensioner discounts. Other than form 7, examples of forms are no longer provided in the handbook. The following forms are required:
- Form 4. Club application form. Each Masters club needs to have their own form which may well be an on line Google form. The form must spell out that the applicant must adhere to SAMS’ constitution and request a copy of the applicants ID. This form is held by the club.
 - Form 3. Affiliate registration/capitation form. To be completed by each member and normally held by the club when the club uses TM – otherwise refer to the applicable affiliate as to what is required.
 - Affiliate capitation summary form (see blue arrow in the flow chart). This is a form provided by the applicable affiliate and has to be completed by the club for each batch of registrations and sent to the affiliate with pop.
 - SAMS form 2. A financial summary of individual member payments made to the club. The financial summary is provided with each batch sent to SAMS. TM pdf reports for each type of registrations (i.e. new and/or renewal) together with the amount due for each type of registration is sent to SAMS. Proof of payment must accompany the reports.
 - SAMS form 1. A financial summary of club payments sent by the Masters region to SAMS. Sent with each batch of registrations with pop to SAMS.
 - A TM export file of each type of registration (i.e., new and/or renewal) must be sent by the club to the affiliate and SAMS/Masters region. Obviously, the export files must match the TM pdf report.
 - SAMS forms 5 and 6. These forms are no longer in use due to SSA registration via affiliates.

- **SAMS form 7.** This form is a SAMS' form which is used by the club only when the club does not use TM. The club sends the form to the Masters' region or SAMS where the form will be used for capturing the information on TM. Also, when the club does not deploy TM, the club needs to discuss with the affiliate what forms they would require – perhaps just form 3 for each member. Form 7 may be found at the end of this chapter.

6. Registration of new clubs/regions

- 6.1. Members forming new clubs must submit a proposed constitution to their Masters regional body/SAMS for approval and likewise to their affiliate.
- 6.2. In the case of a new region being formed the constitutions of the proposed new region as well as the new club or clubs therein must be submitted to SAMS for approval.
- 6.3. The constitutions need not be lengthy documents but must at least state adherence to SSA/Affiliate/SAMS' constitutions. Names and contact details of office bearers must also be provided.
- 6.4. No SAMS costs are involved in establishing a new Masters club or region. The affiliate will however, charge a club registration fee usually dependent on the size of the club and which is payable annually.
- 6.5. Once the new club's constitution is approved, SAMS' registration secretary will, in consultation with the officer managing SAMS' central database or Carole Bridges, allocate an unambiguous 4 letter code to the club and establish the new team on SAMS' team manager database. If the master's region is using TM then the task will be performed by the regional registration secretary in consultation with SAMS.

7. Registration of members in two different disciplines and/or regions/affiliates

- 7.1. It is possible for a SSA member to be a coach/official, a water polo player, an aquatics swimmer as well as a master swimmer. This is not a problem if within the same affiliate but do remember that SSA will not accept a member registered with two affiliates. In the case where an individual is registered with one affiliate as, e.g. an aquatic swimmer or coach, that individual may only be registered with SAMS 'unofficially' as a master swimmer (i.e. data and SSA/affiliate fees are not submitted to the second affiliate).
- 7.2. Team manager is sufficiently versatile to cater for the above by the appropriate use of TM "Group Codes" and "School Year" (see Ch.6-Par.3.4)

8. Registration of members in country regions

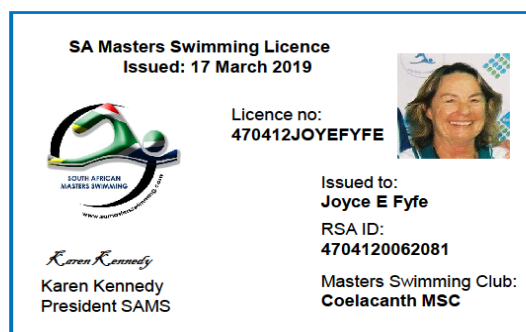
- 8.1. SAMS welcomes the establishment of masters clubs in country areas and as sub-sections of aquatic bodies in such areas. SAMS however, requires confirmation that the masters sub-section will adhere to SAMS' constitution.
- 8.2. Registration officials need to take note that a separate TM database is required for masters since the age up date for masters is different to junior age groups. The former is the master's age at calendar year end while for age groupers it is date of birth.

9. Members competing internationally

9.1. Masters compete at World Masters Champs on an individual basis representing clubs. Masters enter and register on-line, submit their entry times for events as they see fit, make their own arrangements iro travel, visas, accommodation, etc and pay for all their costs. SAMS does not provide or sell any kit. Some clubs that have a large contingent participating may provide some kit such as T-shirts.

9.2. To facilitate on-line registration SAMS has provided in the past a SAMS "license" as shown on the right.

9.3. If a clearance letter is required for overseas competition this letter must be provided by the applicable affiliate.



FORM 7: Use the form below to provide particulars of a member to be registered on TM by the Masters Region or SAMS

FORM 7

Last Name	First Name	Middle Initial	Preferred Name	DOB	Male/Female	Ethnicity**
RSA ID*	Physical Address	Home Number	Office Number	eMail		

* If not a SA citizen/permanent resident, provide a passport number. Use cell number either in the Home number or Office number slot. ** Required by SSA for statistical purposes. Indicate 1,2,3,4,5 for Asian, Black, Coloured, Indian, White respectively

CHAPTER 6 TEAM MANAGER TUTORIAL

1. General

- 1.1. Team Manager is a computer, Window's software programme provided by the US Company, Hy-Tek Ltd. TM8 is Hy-Tek's latest version.
- 1.2. Team Manager is used, inter alia, for swimmer registration purposes. TM holds all information relevant to swimmers such as contact details, registration status, identity numbers, etc. Results of all galas can be stored on TM as well as records and colours qualifying times. TM maintains a history file of swimmers, enabling a swimmers performance, over the years, to be tracked.
- 1.3. Hy-Tek Sports Software licenses (not sells) TM single user software to the club or region. The name to which the software is licensed is printed on the top left of all reports. The software can only be used by the club or region to whom it is licensed and specifically, by one person on one computer.
- 1.4. The TM version currently in used by SAMS is TM8.

2. Installation

- 2.1. The hardware requirements for TM are as follows: As a minimum, any 300MHz Pentium, Celeron or AMD class computer or faster with 64 MB RAM but it is recommended that you have a 1GHz MHZ Pentium, Celeron or AMD class computer or faster with 128 MB RAM.
- 2.2. The TM booklet received with your disc will guide you through the installation process. The latter is the same as any other Windows product. If you don't have any hidden bugs on your PC and you have the hardware above you should not experience any problems.

3. Using TM for registrations

- 3.1. After you have installed TM and want to check how it is licensed, start TM and click on *Help* and *About* and the registration licence will be displayed. You should have the slot *Standards and Records* ticked.
- 3.2. To start business, on the main menu, open an initial database by clicking *File*, then click, *Open/New*. Type in a database name e.g. SAMS 2022/2023 Season (or in the case of regions, use your own region's name) in the *File Name* slot and click: *Open*. You will be automatically directed to **System Preferences** in the Set-Up Menu.
- 3.3. You can also get to *System Preferences* as follows: click *Set-up* on the main menu bar, click *Preferences*, click *System Preferences*. Within *System Preferences* ensure that you have *Team/Swimmer defaults* set to SSA, Masters, RSA and the *Default LSC* to your specific region (in the case of TM being used by a region). Also, set *Meet Age Up* as well as *System Age Up*. Click: *Age-Up*. Click: *OK*.
- 3.4. As part of your database setting up procedure, on the main menu, click **Set-up**, click **Groups/Sub groups/Codes**. Here, set **Groups**, as applicable, to the following: A = swimmer; B = swimming official; C = swimming coach; D = diver; E = diving official; F = diving coach; G = synchro swimmer; H = synchro official; I = synchro coach; J = water polo player; K = water polo official; L = water polo coach; M = master; N = administrative official; O = learn to swim instructor; P = open water swimming; Q = disabled.

Note: The above indicates the type of groups that can be set up but there is no need to set all groups as these will be imported when you download athlete info. It is also possible to create special groups such as: *BM = official+master swimmer* and *CM = swimming coach+master swimmer*.

Now, set **Sub-Groups** to the following: 1 = *Asian (Thai, Chinese etc)*; 2 = *Black*; 3 = *Coloured*; 4 = *Indian*; 5 = *White*

Finally, set **School Year**. These codes are used to indicate, in respect of each athlete, both date and type of registration. Typically, the codes: *AN, AR*. The first letter indicates the batch number and the second letter the type of registration - 'N' for a new member and 'R' for renewal. Other codes can be used as required for different types of registration. For example: *1N/1R; 2N/2R*; etc., for swimmers registered, e.g., as a coach plus as a master or for a master swimmer registered with another affiliate for aquatics competition e.g. SSA open water events. (In the latter case the local affiliate will not receive any registration data for the swimmer).

- 3.5. As indicated in paragraph 3.11 below, swimmers' RSA ID numbers must be captured and loaded on the athletes *Secondary Contacts* page in the slot/field indicated by *Mail To*.
- 3.6. At this stage you are ready to load swimmers' data. However, before doing this it is useful to make several copies of your empty database (i.e. with no athletes). Close TM and locate your .mdb file and make several copies there – rename as you see fit. The copies are useful for experimenting and for displaying the contents of TM imported files before loading into your main database.
- 3.7. Contact SAMS' registration officer to e-mail you a backup or export (.mdb) file of the latest SAMS' TM database. Save the file. Now, open TM using one of your new mdb files that you have just created. If you have received a back up file, on the main menu, click *File*, click *Restore*. Find the backup file in your TM directory and follow the TM prompts. To view athletes' data on the main menu click *Athletes*. You should have the information and contact details of all RSA masters as well as all clubs. If you have received an export file then you will need to import the file as follows: on the main menu click *File*, click *Import*, click *Athlete Rosters* and TM will find the file that you downloaded. Double click on the file and follow the prompts. Again, should have the information and contact details of all RSA masters as well as all clubs.
- 3.8. If you have received the .mdb file for the previous season make a copy of the file. Rename the copy for the new season. Set all athletes to the "Inactive" status. On the main menu, click: *Teams*, click: *Maintenance*, click: *Group/Subgroup/School Yr Update* then, on the latter, click the *Inactive circle* in the block designated "**OR Change Status To.**" It may also be necessary to create teams. On the main menu click *Teams* and click *Add*. Fill in the data blocks as required. Click *Ok*. If athletes are transferring to the new team the **Athlete** page of each athlete needs to be opened and the team changed accordingly.
- 3.9. *Congratulations*. You are now ready to register swimmers for the new season. Please note that it is imperative that data of those athletes registered in the prior season are loaded as indicated in paragraphs 3.7 or 3.8 above and are not entered manually. *Why?* Because the already registered swimmers should serve as an example and a guide as to how to enter data for new swimmers. SSA and SAMS require specific fields to be used for names, contact details, etc. and for data to be entered in a specific manner. This will ensure that reports, regardless of who prints them, will always contain the same information in the same format and are neat in appearance.

- 3.10. This and the subsequent paragraph below includes some rules for amending and entering athletes' data. If data of any of your existing athletes does not comply, then please change. On the main menu click: *Athletes* then click the slot *Show Inactive Swimmers*. By selecting a swimmer and clicking: *Edit* you can view and change any of the swimmer's details. By clicking *Add* you can enter the data for a new swimmer. As a general rule, standardise on cutting out space and, when entering names, abbreviate those which contain three words. Typically, van der Merwe should be entered vd Merwe (with v and d lower case). As a slight variant to this, Janse van Rensburg should be registered as Jv Rensburg. Also, the da Nunn, von Nunn, van Nunn, etc. should be registered as such with *d* and *v*, lower case, etc. Enter the registered first name exactly as it appears on the ID document. Where a parent and a child have the same first name type Snr behind the first name (e.g. Anthony Snr) and then in the preferred name slot enter only the first name e.g. Anthony so Snr does not print. See also paragraph 5 below.
- 3.11. On the Athletes Information page, in the block at the top, complete all fields. When entering phone/cell numbers do not leave spaces (e.g. 072638585). The information page has five sub pages/tags: Primary Contact, Secondary Contact, Medical, Custom and e-Mail. Ignore the Custom and e-Mail subpages. In the Primary Contact page, under the *Primary Mailing Address*, use only three slots. The first slot of the *Mailing Address*; the *City* slot (use the suburb for the city e.g. Pinelands instead of Cape Town) and the Code slot. Use the *Primary Contact Information* fields for any additional phone numbers or email addresses. In the Secondary Contact subpage insert the athletes RSA ID in the field "Mail To". On the Medical subpage insert the emergency contact person and number in the appropriate fields. After ensuring all information is correct click *Build ID* and click *OK*. Try to make a habit of clicking *Build ID* whenever you change swimmers' data.
- 3.12. When swimmers register and pay their subs for the season open the Athletes menu, update if necessary contact information, remove the *Inactive* tick from the slot and allocate a *School Yr* i.e. a batch number as per paragraph 3.4 above. As mentioned, batches run sequentially starting from A (e.g. AN, AR, etc). Likewise, the second batch will only have swimmers in the B batch (e.g. BN, BR, etc). NB: Once batch A has been sent and the swimmers have been registered the batch cannot be resent even if some swimmers were overlooked. The overlooked swimmers must be included in batch B. Once a bunch of swimmers have paid their subs a batch should be registered and exported. First, draw a report of the swimmers to be registered. On the main menu click *Reports*; click *Administrative*; click *Athletes*. On the **Athlete Roster** page under *Group Filters*, click *School Year* (e.g. AN); click *Create Report*. You can now print, save or e-mail the report by using the menu bar at the top of the page. Similarly, reports for other codes, e.g. AR, can be created. The next step is to **export** the batch. On the main menu click *File*; click *Export*. On the **Export Athlete** page select the appropriate *LSC*; don't select any specific *School Year* (i.e. always export the complete "Active" database, inclusive of previous batches sent); select *Include Contact and Group Information*; click *OK*. The file will be exported to your TM Data directory.

4. Customised reports, history files, records and standards

- 4.1. As mentioned in paragraph 1.2, TM has the capability of enabling you to customise reports as well as to set up and maintain history files, records and standards. Use TM's comprehensive **Help** facility to assist you in doing this. On the main menu click *Help*; click *Contents*; click *Index*.
- 4.2. To set up Customised Reports click *Set up*; click *Custom Layout for Athlete Reports*. On the latter, create a file name and drag and drop the athlete report fields that you would like included in the report.

- 4.3. To create a History File of your swimmers request SAMS to e-mail you a TM export file of those gala results that you would like to include; e.g. the last five nationals and SC champs. Save the data in your TM data directory. Open your database (mdb) On the main menu, click File; click Import; click Meet Results. Find the file that you want to import and double click on it. TM will guide you through the import process. On the Import Results page click Add New Teams/Athletes, click OK. On the bottom left hand corner of the page you should get an 'Import Successful' indication.
- 4.4. Use TM's help menu to set up and maintain regional Records and Standards (for colours qualifying times as may be applied in your region) as well as, for example, ascertaining the most improved swimmer.
- 4.5. Create/update your own regional/club records database as follows: Create a new file (.dbm file) on TM. Import your registration database ("athletes' roster") as well as all the MM results that you want ("meet results"). Then on the TM tool bar select "Reports", then Performance Reports, then "Record Match". On the "Record Match" menu select team, select meet, click "include inactive" etc.,

5. Correct capture of swimmers names

- 5.1. The correct capture of swimmers names as per their ID is very important to avoid duplication and to ensure the swimmer has the correct SSA ID number. Please see below and also paragraph 3.10 above.
- 5.2. A swimmer's SSA ID number is made up as follows: **yyymmddNAMMSURN**; Namely: date of birth, followed by the first three letters of the first name; then the first letter of the middle name and finally, the first 4 letters of the surname. If the name/surname have insufficient letters or there is no middle name, a * is used instead. See examples below:

Example 1: RSA ID: Joseph Michael Jan van der Walt; DOB: 22 November 1950
 SSA ID: 501122JANMvdWa

Example 2 RSA ID: Jo Jay; DOB: 23 December 1952
 SSA ID: 521223JO**JAY*
- 5.3. Note, as indicated in paragraph 3.11 above, TM will automatically generate the SSA ID number once the icon *Build ID is clicked*.

6. Use of TM for the capture and export of entries for Nationals (using PE Nationals 2019 as an example)

- 6.1. Open, on your TM, a database that is no longer needed. Either, import the latest database provided by SAMS or, alternatively, request a backup of SAMS' final database. In the case of the latter, use the back-up to replace a file no longer in use. (Click on "file" then "restore" and follow the prompts). You should then have SAMS' final database for the season.
- 6.2. The organiser of the champs must export from their Meet Manager a file "Events for TM". This is required for both the pool and open water meets.
- 6.3. On the main menu under "File" select "Import" then "Meet Events." Import the zip file "Meet Events-SAMS 35th LC Champs @ Port Elizabeth -20Mar2019-001.zip" as well as the zip file "Meet Events-35th LC Champs Open Water @PE-20Mar2019-001.zip." On the TM Top Tool bar, select "Meets" (both the open water and pool champs should appear – if not, 'Houston, we have a problem!') Choose one of the two meets and then Select "Entries" and then "Entries by Name." All events should appear as well as SAMS' team manager roster that you installed initially. Select your club. For each participant, select the events and insert times in the "Custom Time" slot. (Masters' "Best Times" are always obsolete – ha, ha!)

- 6.4. When all entries have been done, select on the main menu *“Export”* and then *“Meet Entries.”* This file must be emailed to PE together with the club Summary form and proof of payment.
- 6.5. Entries for relays can be done similarly. Following 6.3, instead of selecting *“Entries by Name”* under the toolbar *“Entries”* select *“Entries by Event.”* Click *“Relays Only”*. All the relays should appear. Enter your club name in the slots *“Swim for Team”* and *“Team”*. Click the slot *“Only Pre-Entered Athletes.”* Click the slot *“New Relay.”* Select the *“Age Group.”* The first team in the age group will be reflected as *“A.”* Click the slot *“OK.”* (Note that subsequent teams in the same age group will be designated *B C, D*, etc.). Drag the 4 swimmers to the relay team slots and then click *“OK.”* When all four have been selected enter your team time in the slot with the blue font *“Custom.”* Proceed with the next teams in a similar manner. Check out your teams by closing and clicking *“Reports”* in the main menu.

CHAPTER 7 MEET MANAGER TUTORIAL

1. General

- 1.1. Meet Manager (MM) is used for running of galas. The programme enables the various events of a gala to be easily set up and facilitates the entry of swimmers. The programme allocates swimmers to lanes and caters for the capturing of lane times. A software interface (Timing Console Interface) can be purchased which will enable an ETD (Electronic Timing Device) to be used hence allowing swimmers' times to be recorded directly on MM.
- 1.2. It is essential for gala results to be captured on MM if these results are to be included in SAMS' top 10 listing or if the results of galas run at various venues need to be merged as is the case for the SC champs. SAMS will, in fact, no longer recognize any results not in MM format.
- 1.3. Hy-Tek Ltd. Sports Software licences (not sells) MM single user software to the club or region. The name to which the software is licensed is printed on the top left of all reports. The software can only be used by the club/region to whom it is licensed.
- 1.4. Hy-Tek Ltd offers various licence options to its customers (please refer to the handbook provided with your MM installation CD) and these include club, organisational and site licence options. In order to satisfy Hy-Tek's licence conditions while obviating the need for small regions purchasing an annual organisational licence, MM has been provided for the largest club in a region. As of January 2022, MM8 is the latest version provided by Hy-Tek.

2. Installation

- 2.1. The hardware requirements for MM are as follows: As a minimum, any 300MHz Pentium, Celeron or AMD class computer or faster with 64 MB RAM but it is recommended that you have a 1GHz MHZ Pentium, Celeron or AMD class computer or faster with 128 MB RAM.
- 2.2. The MM booklet received with your installation CD will guide you through the installation process. The latter is the same as any other Windows product. If you don't have any hidden bugs on your PC and you have the hardware above you should not experience any problems.

3. Running Meet Manager

- 3.1. Once you have MM on your screen, on the top menu bar click File; click Open/New. In the slot File Name, type the name of the gala to be run*. Click Open and you will be directed to the Meet Set-Up Menu. (*Alternatively type "Demo" in the slot File Name.)
- 3.2. Complete the Meet Set-Up menu by clicking masters, SSA, etc. and ensuring that you have the Age-up Date set for Dec, 31.
- 3.3. To set up seeding, on the main menu bar; click Set-Up; click Seeding Preferences; click Masters Meets; click Seed by time only. (This is normal for galas other than nationals)

- 3.4. To set up events, on the main menu bar; click Events; click Add. On the Add New Event page, enter the number of lanes in the pool and click the circles; Alt Gender, Open/Senior, Distance, Stroke and then click OK. Do this for both genders and all events to be swum. When you close the page all the events will appear on the Events page. On the latter page you can alter or delete events.
- 3.5. You can allocate events to Sessions (e.g. as per Nationals) as follows: click Events, click Sessions, complete the Sessions page.
- 3.6. Invariably when setting up lanes and seeding, it is required that the end lanes are not used. E.g. using only 8 lanes of a 10 lane pool. Do this as follows: On the main menu bar, click Set-Up; click Seeding Preferences; click Standard Lanes; click Lane Preferences for Seeding. Follow the instructions to adjust (In the case of using 8 lanes in a 10 lane pool, make the row for 8 lanes the same as for 9 lanes and drop off the 'one').
- 3.7. At this point you will need to enter the swimmers and their entry times, etc. Do not do this from scratch, instead import SAMS' database as follows. Contact SAMS' registration officer to email you an export file of the latest SAMS TM database. Save the file and load as follows: On the main menu, click File, click Import; click Rosters Only and follow MM prompts. Click Athletes on the main menu bar and you should see, on the Athletes page, all swimmers imported together with all events.
- 3.8. Enter all swimmers in their applicable events together with their entry times by clicking the appropriate circles on the Athletes page and entering their times in the Entry Time slot.
- 3.9. New swimmers not on the database (i.e. not imported as per 3.7 above) will need to be added to the database. Do this as follows. On the Athletes menu click Add. On the Add New Athlete page, complete the swimmers info and if the swimmer has not yet registered for any club select Unattached in the slot Team. Ignore the section "Eligible Events". Click OK and close. With the swimmer added to the database enter the swimmer as per 3.7 above.
- 3.10. To start seeding, on the main menu bar click Seeding. On Seeding the Meet page, select the event you want to seed, click Start Seeding (you can seed all events by clicking Select All); click Preview to view lane allocations. You can adjust the seeding if necessary by dragging and dropping a swimmer to another lane.
- 3.11. Prior to running the gala you will need to generate a few reports. The important ones are: Entry Lists; Meet Programme and Lane/Timer sheets. Click Reports and click on the report required.
- 3.12. Lane/Timer sheets are handed out, one per lane, to the lane timekeepers. Ensure the lane timer sheets are correct. On the Lane/Timer page; click Continuous, click Lane then Event, click Create Report and print Lane/Timer sheets for each lane.
- 3.13. Run the gala and enter the times that the timekeepers have recorded on the Lane/Timer sheets as follows:- On the main menu bar click Run. On the Run the Meet page select the applicable event and heat (red block) and enter the swimmer's time. In the case of a swimmer having only one time, enter the time in the Finals Time slot. In the case of a swimmer having three times, enter the three times in the slots Backup 1, 2 and 3 respectively and then click Calc, click Accept Adjusted. Note. If the Backup slots are not shown then, on the Run the Meet page, click Preferences, click Run Screen, click Show Backup Columns. NB: When entering times there is no need to insert colons and full stops. See paragraph 6 below.

- 3.14. Once an event has been completed and the times entered, the status, 'Done' appears in the Status column in the Events block on the Run the Meet page. Invariably, however, there are a few swimmers who come late and are not included in the Lane/Timer sheets. See paragraph 3.17 below which provides one method for handling late entries.
- 3.15. Print results by clicking Reports; click Results, click Double in the Report Type and any other options to be included in the report and click Create Report.
- 3.16. Results can be exported as follows: On the main menu click File; click Export; click Results for TM or SWIMS. On the Export Results page click OK.
- 3.17. Late entries (i.e. swimmers arriving after the meet programme has been printed) can be handled as follows. In the Athletes menu enter the swimmer for each event and allocate a spare heat/lane in the heat/lane column. (You will need to look at the run menu to check for this). NB: Do not re-seed. The swimmer will automatically appear in the Run menu in heat and lane you allocated in the Athletes menu. Prepare for the swimmer, a lane/heat slip for each event and hand to the chief timekeeper/starter.
- 3.18. As indicated in paragraph 3.14 above once all times have been entered the Done status appears in the run menu. Note that the times of late entry swimmers can even be entered after the run programme has been completed.

4. Scoring

- 4.1. If desired, the gala can be scored as follows: On the main menu click Set Up, click Scoring Set-up. Set scores on the Scoring Set-up page as required and click OK.
- 4.2. On the Events menu ensure that the Score Event is clicked on the Add New Events page.
- 4.3. On the Run menu click Score on the Run the Meet page.
- 4.4. To print a report click Reports, click Scores and select the options for the reports on the Scores page and click Create Report.

5. Records and standards - Importing World Records.

- 5.1. On your browser go to <https://www.worldaquatics.com/masters/records>
- 5.2. Copy the following 4 files (They are under the heading: "Current records In IWRL / RWRL".):
Masters-IWRL-LCM (IWRL.LCM) (Individual World Records for Long Course Metres)
Masters-RWRL-LCM (RWRL.LCM) (Relay World Records for Long Course Metres)
Masters-IWRL-SCM (IWRL.SCM) (Individual World Records for Short Course Metres)
Masters-RWRL-SCM (RWRL.SCM) (Relay World Records for Short Course Metres)
to directory:
c:\swmeets3\Record files for import into MM\FINA\<yyyy-mm-dd>\.
- 5.3. Run Meet Manager and open the database that you want to import the records into. In my case I use a database with all the events in it named c:\swmeets3\RECORDS\Records.mdb.
- 5.4. Go 'File' – 'Import' – 'Records' and you will get the 'Records' window.
- 5.5. After the record view has finished updating select the 'WORLD record' tag in the bottom left box.
- 5.6. Click on the 'Edit Selected Record Tag' icon just above and change the Tag Name to 'WORLD'.
- 5.7. At the top of the page set either LC Meters or SC Meters as required
- 5.8. Go 'Import' and select and open (one at a time) the IWRL.LCM and RWRL.LCM files (if you selected LC Meters) or the IWRL.SCM and RWRL.SCM files (if you selected SC Meters). This will update the records in the 'WORLD' tag to the latest.
- 5.9. Repeat steps 7-8 for the other course.
- 5.10. Select the 'WORLD' tag in the bottom left box.
- 5.11. Click on the 'Edit Selected Record Tag' icon just above and change the Tag Name back to 'WORLD record'.

6. Note on entering times

- 6.1. When entering times take note that it is not necessary to enter colons and dots. The programme will do this for you. Eg. When entering the time of 13:06.04 simply punch in 130604 and for a time of 1:06.00 enter 010

7. Combined events

- 7.1. Should it be necessary to combine events because insufficient competitors do the following. In the "Seeding" menu click "combine," Choose "Target" and "Source" events. Click the first bullet point. On the next page "Select Entries" and then click "Copy and Save." Then Seed. Note: Double click on a swimmer in the seed menu removes a swimmer from the event.

CHAPTER 8 LONG COURSE CHAMPS

1. Premier event.

- 1.1. The Nationals long course championship is the premier event on SAMS' calendar. Accordingly, the guidelines are comprehensive and require close scrutiny by the region hosting nationals.
- 1.2. The guidelines are prepared by SAMS with the aim of:
- Assisting the host region in organising the championships.
 - Ensuring continuity in the administration from year to year.
 - Setting standards to ensure the smooth running of championships according to FINA rulings.

2. Dates

- 2.1. The long course champs shall be held during the month of March each year, but a different date may be decided on, in consultation with SAMS.

3. Name

- 3.1. The official name shall be "(number, e.g. 34th) South African Masters Swimming National Long Course Championships (year, e.g. 2018)".
- 3.2. The name of the major sponsor may be added with the approval of SAMS.

4. Awarding nationals

- 4.1. National Championships shall be awarded to a Region on a rotation basis.
- 4.2. At the Annual General Meeting of SAMS, the awarding of the National Championships shall be made by majority vote of the Regional Presidents present. The National Championships shall be awarded at least 2 years in advance.
- 4.3. The facility to be used must be in accordance with the facility standards which have been adopted by SAMS, e.g. certificate of standard pool size, change room facilities, etc.

5. SAMS assistance

- 5.1. SAMS shall provide such assistance and guidance necessary to provide uniformity in National Championships meet production.
- 5.2. The tournament Director/President/Organiser of each National Championships shall submit a written report to the President of SAMS WITHIN 60 DAYS of the end of competition. This report shall include a complete financial report, copies of meet information, entry forms, heat sheets, final results and any other information that may be helpful to future Meet Directors.
- 5.3. The Presidents of the Regions shall evaluate the National Championships at the first General Meeting/Presidents meeting following the Championships.

- 5.4. The Local Organizing Committee (LOC) shall inform SAMS of sponsorship negotiations. The final sponsorship contract shall be approved by SAMS. No sponsorship may conflict with existing SSA/affiliate or SAMS sponsorships.
- 5.5. The LOC shall send a copy of the minutes of each meeting to SAMS.
- 5.6. A loan of R20 000 annually from SAMS to the organising Region to use as they see fit (see Ch.2- par.3.2).

6. Conduct of nationals

- 6.1. Gala Rules. Conduct of National Championships shall be governed by the swimming rules of FINA.
- 6.2. Information for Prospective Participants. Once the venue and date for the Championships has been finalised, an initial information bulletin must be distributed to all Clubs and SAMS. Regular updates to Clubs are desirable, as it will result in boosting the number of participants.
- 6.3. Information for Participants at the Tournament
 - Once the National Championships have been awarded and the opening ceremony is finalised the LOC shall invite the local dignitaries to attend the ceremony.
 - The date and time of the SAMS AGM (which will be held during the Championships) shall be determined by SAMS in consultation with the LOC.
- 6.4. A technical meeting of SAMS Executive, members of the LOC, Regional Presidents, Club Presidents, interested officials, coaches and swimmers shall be held prior to the start of the gala.
 - The meeting date, time and location shall be included in the official meet information.
 - The Chairman of this meeting shall be the President of SAMS.
 - Business pertinent to the operation of National Championships and the conduct of the events shall be finalised at this meeting. Changes may be effected in the conduct of the meet to fit the situation.
 - Since changes can be made in the operation of a National Championships meet, it is the obligation of every swimmer (or representative) to arrive with enough time to complete registration and be informed of any changes that have been made.
 - It shall be the Tournament Director's responsibility to post notices of changes in conspicuous places at the pool registration area and headquarters area prior to the start of the first day's competition/first day of the meet. This may coincide with the opening ceremony.
 - Warm up schedule. A list of times when the competition pool and other facilities will be available for warm-ups shall be provided in the pre-meet information.
 - Heat sheets. Heat sheets listing name, age, club, seed time, heat and lane assignments shall be made available to all swimmers at the time of registration.

7. Programme

- 7.1. A four day programme commencing on Wednesday is currently in use.
- 7.2. Women and men events should alternate during the three or four days. In the following year this should be reversed.
- 7.3. Full day schedules may be interchanged.
- 7.4. With the approval of SAMS, an alternate program may be used. Alternative programmes which may be used as reference are referred to in paragraph 22 below and given in Appendix 3.
- 7.5. Programmes decided on by the hosts, must be approved by SAMS before going to print.

- 7.6. All efforts should be made to include a 3km open water swim in the programme. This is not always easy but contact should be made with local experienced open water swim organisers as well as SSA to assist.
- 7.7. During the week of nationals, the programme commences on the Wednesday and ends with a 3km open water swim on the Sunday. For the PE Nationals, the programme is reversed, starting with the open water swim on Wednesday morning and completing the pool events on Saturday (see Appendix 3). The time taken to complete all events must be carefully calculated to ensure that the programme can be comfortably completed during this period. An extension of time to say Wednesday morning should not be contemplated without motivation at the preceding AGM and/or President's meeting.

8. Event limit

- 8.1. Competitors may enter and swim a maximum of six (6) individual events. No cancellation of one event entered to swim another may be done once the entries have closed.
- 8.2. Competitors shall be allowed to swim in only one (1) Freestyle relay, one (1) Medley relay, one (1) Mixed Freestyle relay and one (1) Medley relay per meet as per FINA rules as well as a 400m relay event if such is included in the programme.
- 8.3. No swimmer is allowed to swim for another Club in a relay or individual event.
- 8.4. There shall be no qualifying times to enter for National Championship meets. Likewise there shall be no restriction on the number of relay teams entered by a club for any relay team event.
- 8.5. The dash for cash shall be over four events. Women and men: age groups 18-49 and 50+. The discipline (freestyle, breaststroke, backstroke and butterfly) for each event shall rotate at successive Nationals over a 4 year cycle.

9. Entry procedure

- 9.1. "No time" for swimming events will not be permitted. No unregistered swimmers will be allowed to swim in the Nationals.
- 9.2. National Championships will include and welcome foreign swimmers on the same basis as local swimmers except that they may not qualify for SAMS National Colours or generate points. Organisers need to be wary of unscrupulous foreigners who express interest in participating in nationals but simply desire a letter of invitation to South Africa.
- 9.3. A swimmer's affiliation as stated on the entry form will apply throughout the meet.
- 9.4. In line with SAMS' quest for paperless registration and gala entry procedures; entries shall be done online using Google forms directly from the participant to the LOC.
- 9.5. The Google entry form must cover pool and open water as well as social events and include all pertinent information contained in the hard copy presentation of the forms (see appendix 1).
- 9.6. The participant will receive, from the LOC, a confirmation of entry and invoice indicating payment required. The participant must pay the LOC directly.

- 9.7. The Google entry forms must be collated, for each club, on spreadsheets. If the loading of spreadsheets directly into MM is not available the LOC must submit the spreadsheets together with an export file; "Events for TM " from their MM database, to the applicable regions/clubs. Each region/club will need to import the file "Events for TM " into their TM database and then load manually the entry data from the spreadsheet.
- 9.8. Following from 9.7 above Regions/clubs must then submit a TM "Meet Entries Report " to their swimmers for checking purposes. Chapter 6 describes the process in full. Kindly note that each region/club must, in the first instance, ensure that their TM database has been properly set up for the particular season – i.e. that TM has been loaded with SAMS' final registration database for the season.
- 9.9. Should a swimmer wish to edit their original entry they may do so. Adding an entry will incur an additional cost. There will be no refund for cancelled events.
- 9.10. Club Presidents need to check that the times submitted for events by their swimmers are correct and not inflated to obtain "good lanes" (centre lanes).
- 9.11. From the list of club entrants, club relay teams may be compiled and registered in the traditional manner (see appendix 1).

10. Entry forms

- 10.1. Entry forms and procedures (both individual and relay) and tournament information shall be prepared by the LOC and must be approved by SAMS in advance of publication. SAMS prefers that an online entry system be adopted using Google forms (see paragraph 9.4 above).
- 10.2. The entry procedures for individual events and all meet brochure information shall be published by the LOC and forwarded to SAMS for distribution to the Regions and to be placed on the website. A summary of each of the individual and relay list of events and information the host desires shall be sent to SAMS for distribution to all Regions as soon as the information is available and NO LATER THAN 5 MONTHS prior to the first day of the meet.
- 10.3. All individual competitors must complete the entry form. The entry form shall contain a waiver of liability and contact details of next of kin.
- 10.4. On the relay entry, Club Presidents must list the name of the registered Swim Club and the full name and age of each relay member, in which age group the relay team will participate and the order of swimmers in the relay team. The order of the swimmers may NOT be changed during the relay swim.
- 10.5. Appendix 1 provides examples of the various forms which may be used. When deploying online entry procedures the LOC shall decide which forms are relevant and, as indicated in paragraph 9.5 above, shall ensure that all pertinent information is included in the online forms.

11. Entry deadline

- 11.1. The deadline for entry submissions is at the discretion of the LOC Convener – usually about 5 weeks prior to the first day of the competition. At this time all individual entries must be submitted as well as the number of relay teams together with full payment for both.

- 11.2. Likewise the deadline for relay team entries, submitted on the prescribed forms, is at the discretion of the LOC. Usually this is one week after the deadline in 11.1 above. All rules pertaining to relay team composition and changes to such as well as cut off times shall be strictly applied.

12. Entry fees

- 12.1. Entry fees for National Championships shall consist of the following of: a registration fee; a fee for each individual event and a fee for each relay team entered.
- 12.2. An additional charge may be levied to overseas swimmers as a temporary SSA/SAMS' affiliation.
- 12.3. A dinner dance and other social events may be conducted at additional cost to participants.
- 12.4. All entry fees must be approved by SAMS.
- 12.5. Overseas competitors may not be charged in foreign currency.

13. Age groups

- 13.1. Age groups shall be according to FINA Masters Rules MSW1 and MSW2 as set out below:
- 13.2. MSW1 - Age Groups Individual Events. 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70-74, 75-79, 80-84, 85-89, 90-94 (five year age groups as high as is necessary). See also paragraph 13.5 below.
- 13.3. MSW1.2 - Relays. To be conducted on the total age of team members in whole years. Age groups of relay events are as follows: 100-119, 120-159, 160-199, 200-239, 240-279, 280-319, 320-359 (forty year increments as high as is necessary). See also paragraph 13.5 below.
- 13.4. MSW2 – Age Determining Date. For all purposes pertaining to Masters World Records and Masters World Championships Meet Competition, the actual attained age of the competitor shall be determined as at December 31st of the year of the competition.
- 13.5. SAMS recognizes the age group 18 – 24 for individual events and 72 – 99 for relay events.

14. Seeding

- 14.1. All information regarding seeding must be stated on the entry form.
- 14.2. In order to assure seeded positions, the best competitive times of all entries must be submitted.
- 14.3. The LOC shall determine whether seeding is by time within each age group or by time alone. Whichever is chosen the computer system must be able to cater for it.
- 14.4. If seeding within each age group, after all full heats are seeded, the remaining swimmers may be seeded with any available age group of remaining swimmers. Seeding shall be arranged slowest to fastest within each age group.
- 14.5. The LOC may arrange 400m and 800m freestyle to be swum two (2) swimmers of the same sex in a lane. Separate timing will be required for each swimmer.

14.6. Overhead starts for all events, except 50's are permissible and recommended, in the longer events, i.e. 800m, 200m and also 100m to speed up the Championships.

14.7. Mixed individual events are allowed as per FINA rule MSW3.1 (See 4-3.5).

15. Club scoring.

15.1. Points shall be scored 12, 10, 8, 7, 6, 5, 4, 3, 2, 1 for individual events and 20, 18, 16, 14, 12, 10, 8, 6, 4, 2 for relays.

15.2. Points shall be awarded from age group 18-24 upwards.

15.3. The Dash-for-Cash shall not count for points.

15.4. Non SSA swimmers, i.e. foreign swimmers shall not score points.

15.5. Club scoring will be tabulated as follows:

- Women's individual and Women's relay events
- Men's individual and Men's relay events
- Combined individual and relay events

16. Awards

16.1. The top 3 in each race (individual and relay) will be given medals. Where a foreign swimmer finishes in the top 3 he/she will receive a medal in addition to the local swimmer, i.e. if a foreign swimmer comes first, and the second swimmer is a local participant, both receive a gold medal. The foreign swimmer does not receive points, but the local swimmer who came second and is also placed first, receives first place points and so on down the line. Therefore 4 medals are awarded in that event.

16.2. SAMS (namely the President assisted by SAMS' secretary and/or other executive) shall present the following awards, in the order indicated below, at the Dinner/Dance Banquet of the Championships (photographs and a detailed description of the trophies are given in chapter 12):

- **Rae Walker Smith Trophy** - Awarded to the Male or Female swimmer who is 70 (Masters) years and older who, at the previous SAMS 3km OW champs, had the best performance measured against the applicable age group colours qualifying time.
- **Anton Harrop-Allin OWS Trophy** – To the winning club at the previous open swim championships.
- **SC Champs Club Trophy** – awarded to the winning Club.
- **SAMS SC Champs - Best Region**. No trophy. Just for information.
- **Lilian Parrington Trophy** – Awarded to the oldest competitive swimmer.
- **Colin Cable Award** – Awarded to the swimmer at the SAMS Long Course Championships, who is 60 years and over, swam 6 events, and scored the most points, with the events being scored on a scale of endurance
- **Peter Pirow Trophy** - The swimmer with the best 400m Individual Medley Result
- **Barnetson Trophy** - for the most improved swimmer
- **Best Performance Female** - Closest to a world record (%)
- **Best Performance Male** - Closest to a world record (%)
- **Victrix Ludorum Award** - The female swimmer scoring the most points for a Club. If more than one swimmer qualifies, then that swimmer closest to a world record receives the award
- **Victor Ludorum Award** -. Same as bullet point above, but to a male swimmer
- **Charles Buck Memorial Trophy** - The person(s) who best epitomises the true spirit of Masters Swimming
- **Joe Hillstrom Trophy** - The Club with the most new members attending Nationals for the first time
- **Spirit Bowl** - Awarded to the Region/Club promoting the Spirit of Masters Swimming

- **SAMS Colours Awards.** Swimmers have to participate in a minimum of 3 National Championships. Once this has been accomplished their cloth badge and metal badge (thereafter) will be awarded to them
- **Dash for Cash Awards.** The first three in each event receive a cash award.
- **SA Masters Swimming Club Handicap Trophy** - To the Club scoring the most points after dividing by the number of swims for the Club
- **Dr Heyman Belfort Memorial Shield** – To the winning region
- **SA Masters Swimming Club Trophy** - To the Club scoring the most points
- **President's Baton** – handed over to the incoming SAMS president when applicable.

16.3. The awards to be presented by SAMS shall be listed in the programme.

16.4. Ten Ten (10), twenty (20) and thirty (30) year attendance awards for swimmers and officials. These awards can either be awarded at the swimming pool during a break, or at the opening ceremony or at the banquet evening.

16.5. See Appendix 1 Form 10 which describes the process for determining some of the awards.

17. Results

17.1. The results shall be posted for each heat as soon as possible after the event.

17.2. Meet results and Club scores shall be published within 30 days of the last day of the meet and sent to SAMS and Regions/Clubs.

18. Protest procedure

18.1. Protest against judgement decisions of Starters, Stroke/Turn Judges, Relay Take-off Judges and referees may only be considered by the Ruling/Emergency Committee.

18.2. Protests affecting the eligibility of an individual or team to compete, or protests arising from the competition itself, shall be handled by a Ruling/Emergency Committee as per Item 9.2 of the SAMS constitution (see chapter 3). This Ruling/Emergency Committee shall be chaired by the Referee of the Championships and comprise the Tournament Director, Chief Judge, Chief Timekeeper and Starter. The President and Secretary of SAMS shall be members of this Committee, ex officio, and have power to appoint alternatives from the executive to act for them in the case of their absence from the Championships. Protests shall be submitted in writing by Club Presidents to the Referee, heard by the Ruling/Emergency Committee, and decisions rendered no later than the last day of the competition. Both the parties lodging the protest and the party charged shall be afforded a chance to be heard. The decision of the Ruling/Emergency Committee shall be final.

18.3. Any protests made following the close of the competition shall be directed to SAMS for resolution.

19. Personnel

19.1. The Tournament Director shall follow the swimming rules of FINA and the Guidelines established by SAMS for planning and execution of National Championships.

19.2. The host Region/Club is awarded the permission to run a Nationals ON BEHALF OF SAMS, therefore SAMS must be advised on all facets of the competition.

20. Officials

- 20.1. The minimum number of officials at each session of SAMS National Championships shall include the following: One Referee; One Chief Judge; One Starter; One Chief Timekeeper; Two Stroke and Turn Judges; One Safety Marshall for warm-ups; One Competitor Steward
- 20.2. The Referee, Starter and Stroke and Turn Judges shall be certified by SAMS or any other approved certifying body. An Official may serve in only one officiating position during an event. For Freestyle events 400 metres and longer, the Referee and Starter may double as stroke and turn Judges.
- 20.3. The names of all Officials, except for the Timekeepers, shall be included in the program.
- 20.4. The LOC shall provide the Officials with copies of rules relevant to Masters Competition. This copy shall be on hand throughout the Championships.
- 20.5. Every Region shall endeavour to provide per session, at least 1 Timekeeper per 20 swimmers entered in the Championships.
- 20.6. In addition to FINA rules, the following shall apply:
 - Provisional results shall be published as soon as possible after the completion of an event. The provisional results shall indicate any disqualification. **At a fee prescribed by the organisers, the disqualified swimmer may dispute the disqualification decision provided the dispute is lodged within 30 minutes of the provisional results being posted.** The Ruling/Emergency Committee to make the final ruling.
 - If a swimmer does not turn up to report to the Competitor Steward or arrives late for his/her event, then he/she may be disqualified.
 - **Each lane MUST HAVE at least one qualified and experienced timekeeper** and then is able to use student/inexperienced timekeepers to fill the lanes. THIS IS MOST IMPORTANT.

21. Facilities and equipment

- 21.1. Wherever possible, an automatic timing system with an electric readout board shall be in use. If an electronic system is not in use, there shall be 3 hand held timekeepers per lane. The Tournament Director shall endeavour to ensure all timekeepers are qualified for the task. (NB: World records will only be accepted if an ETD is used for the meet (see Ch.4-Par.6.1).
- 21.2. The electronic timing device MUST be thoroughly tested prior to the Championships.
- 21.3. All watches must be checked for faulty or “flat” batteries prior to the Championships. Spare batteries must be on hand if needed.
- 21.4. The Region conducting the National Championships shall use a computer to compile entry lists, heat sheets, entry cards, and final results. ETD to be used shall be approved by SAMS.
- 21.5. The host Region will receive a database print-out from SAMS to be able to verify that entries received are from registered swimmers.
- 21.6. A written certification of the pool length must be on hand throughout the Championships.
- 21.7. FINA requires the pool temperature to be between 25°C and 28 °C.
- 21.8. First Aid facilities by registered personnel shall be in attendance at all times. These personnel must be visible to all.

21.9. It is advisable to also have a Doctor and Dentist on stand-by should anything serious occur. These names together with contact numbers should appear in the program.

21.10. It is desirable to have physios or chiropractors in attendance at the pool. Costs are not budgeted for and are normally covered by the swimmers themselves. Students, under the supervision of a qualified person, are often willing to provide their services for a nominal fee.

22. Alternative programmes

22.1. Unfortunately, there is no one super programme that will satisfy all. Appendix 3 indicates 15 alternative programmes (i.e. those deployed since 2007 and each drawn up by a different region or LOC) that may be used as reference.

22.2. Some guidelines in drawing up a programme from past experience (moans/groans!) include:

- Sessions should be balanced wrt time and with due regard to social events
- Endurance type events to be the first event of the day/session
- One event/day/discipline (excluding freestyle)
- Mix disciplines up (e.g. don't always have a breaststroke event following a freestyle event or visa versa)
- Relay events to be the last event of a session.

22.3. Appendix 6 which shows the programme for the very first nationals held on 27th April 1985 in Durban may be of interest.

23. Budget

As a guide to the hosting region a summarised budget for the 2018 Tshwane Nationals held in Pretoria follows

SA NATIONALS TSHWANE 2018

BRIEF SUMMARY

480 participants at cost of R110ea+R25/event ea. 300 attended the Dinner Dance at R220/ticket, 301 attended the Happy Hour at R95/ticket and 190 entered the o/w swim at R150/entry.

COST AND REVENUE (Prepared by Dave Arbuthnot)

REVENUE:

D. Fyfe summary club	R 261 480.00
Aniela Honesty Box	R 1 550.00
Kit Sales	R 43 265.00
Tshwane February gala receipts	R 3 000.00
Medal sponsorship SSA	R 44 460.00
Programme Adverts	R 32 050.00
Secure Parking	R 25 340.00
SAMS	R 15 000.00
SAMSA	R 5 000.00
Donation Wahoo Member	R 1 000.00
Total	R 432 145.00

COST:

Hillcrest Pool	R 6 724.00 (DA)
Tuks Happy hour/Official lunches	R 46 002.00 (JF)
Bus.Card. & Prog layout + logo	R 35 000.00 (OvR)
Kit Manufacture – L Shear	R 39 675.00 (JF)
Parking wages and cost	R 4 137.75 (DA/CS)
Ambulance Services	R 9 000.00 (NTS)
NTS – Magdaleen	R 5 000.00 (NTS)
Medals – SSA	R 44 460.00 (SSA)
Open Water – Vorsters	R 26 040.00 (DA)
Announcer/system – Dwayne	R 23 500.00 (OvR)
Raffle ticket costs	R 9 427.68 (CA)
NTS Pool labour costs	R 6 000.00 (NTS)
Joyce signs and Dawn decorations	R 3 032.55 (JF/DL)
Dinner table decorations	R 2 685.00 (RS)
Dash for cash	R 4 800.00 (CS)
Lycor Security Co.	R 3 785.00 (NTS)
Dinner Dance Voortrekker Monument	R 116 394.00 (JF)
Table Wine	R 2 060.73 (A)
Printing Dance Tickets	R 1 008.00 (DF)
Printing programme – Print Monkeys	R 21 021.60 (OvR)
T-Shirts gala/Open water support	R 980.00 (DA)
50 Chairs/table pool hire	R 818.22 (NTS)
Machics opening ceremony	R 31 288.03 (A)
Cleaning material – cloakrooms/kitchen	R 1 200.00 (LL)
LOC Dinner	R 4 300.00 (CS\DA)
Admin Costs	R 1 484.00 (DA)
Ann packaging	R 200.00 (AH)
Open Water setup meeting	R 234.10 (DA)
	R 449 823.60

Revenue shortfall for Tshwane Masters Account R 17 678.60

24. Safety at Sports and Recreational Events Act 2/2010

24.1 Compliance to the above act is required and the Nationals Organizer needs to obtain from SAPS the application documentation for risk categorization. SAMS has a risk assessment checklist for the pool/building and a related insurance document is available from SSA. Contact SAMS for further information.

CHAPTER 9 SHORT COURSE CHAMPS

1. When and where

- 1.1. The SAMS SC champs are to be hosted by regions during the month of October. Swimmers must be registered prior to the start of the regional gala. Swimmers not registered with SAMS will not be permitted to compete. A swimmer may only compete in one regional gala

2. Programme.

- 2.1. The SAMS SC National Championships are just that; a national championship and therefore should, ideally, be run on the same basis as the long course champs.
- 2.2. However, as few swimmers can afford the time or expense to attend two nationals the SC champs are held by each region on a decentralised basis. The programme of events run by each region must be identical with the same event numbers. As with the long course champs, swimmers may only participate in a specified number of individual events.
- 2.3. It is cardinal to any national championship that all participants are limited to the same set events i.e. regions must run identical programmes be it over one, two or three days.
- 2.4. The objective of the above is to have as many swimmers as possible competing, nationwide, over a limited number of set events so that swimmers can compare their relative performance against their peers across the country.
- 2.5. Once results are collated points can be scored and winning clubs and regions determined. However, this should be treated with circumspection as the entry fee is not the same across all regions.
- 2.6. Over the years, various programme formats have been considered or implemented with options covering single, two and three day programmes. Please refer to paragraph 5 below. For a considerable number of years however, the single day programme has been the preferred option (option A). Nonetheless, the programme for a particular season is decided at the Presidents' meeting.

3. Facilities and equipment

- 3.1. Wherever possible, an automatic timing system with an electric readout board shall be in use. If an electronic system is not in use, there shall be 3 hand held timekeepers per lane. The Tournament Director shall endeavour to ensure all timekeepers are qualified for the task.
- 3.2. The results will be collated by SAMS with final positions being based on times received.
- 3.3. Results, in MM format, must be submitted to SAMS by mid November at the latest.

4. Certificates and Trophy

- 4.1. SAMS, at its discretion, may provide certificates to only those swimmers who request them (in this case, there will be a tick block on the entry form to indicate whether a certificate is required or not) or to all swimmers regardless.

4.2. A trophy was provided, in 2007, for the winning club of the SC Champs (see ch.12-par.8 for details).

5. Alternative programmes.

Stroke	Distance (metres)	LEG 1 (Odd Years)	LEG 2 Even Years
FREE	50	X	X
	100	X	
	200		X
	400		X
	800	X	
BREAST	50	X	X
	100	X	
	200		X
BACK	50	X	X
	100		X
	200	X	
FLY	50	X	X
	100	X	
	200		X
IM	100	X	X
	200		X
	400	X	

5.1. Option A: Single day Programme.

- The spectrum of events are covered over a 2 year cycle (Leg 1, the first year and with Leg 2 the second year) as indicated in the table on the right.
- This programme was implemented from 2006 to 2009 and again in the years 2011 to 2021.
- **Leg 1** was implemented in 2011, 2013, 2015, 2017, 2019 and 2021 and **Leg 2** in 2012, 2014, 2016, 2018 and 2020.
- From the above it is clear that Leg 1 is swum in odd years and leg 2 in even years.

5.2. Option B: Two day programme.

- A two day programme, as indicated below, was implemented in 2010
- A competitor was permitted to swim a maximum 5 events/day,

i.e. a total of 10 events in all.

5.3. Option C: Three day programme

- At the July 2010 Presidents' meeting it was proposed that each region select any combination of events to compile a suitable regional program. This may result in a 1,2 or 3 day event being implemented depending on regional economics, needs and motivation (see table).
- However, as this is a departure from SC champ fundamentals as outlined in paragraph 2 above the proposal has not been implemented. (It would be ludicrous for a swimmer to claim first place in a national event e.g. the 1500m when only one region holds this event while other regions stage another event!)
- Apart from anything else it would be a considerable challenge attempting to collate the results.

6. Scoring, Records and Colours

6.1. Scoring to be the same as for the long course champs.

6.2. As for the long course champs, record tables and tables showing colours qualifying times must be provided. Also to note that FINA will not accept world SC record applications unless an electronic timing device is used during the meet. This ruling does not apply in the case of SAMS' records.

CHAPTER 10 ADMINISTRATION

1. General.

- 1.1. Nowadays, there are probably no more than about 50 masters involved in the administration of SA Masters considering all levels from clubs through to SAMS. Unfortunately, the number of masters able and willing to serve on SAMS seems to be diminishing rapidly. Masters who are already involved in administration at club and regional level may not be able to afford the additional time to serve on SAMS and to find replacements for themselves is difficult.
- 1.2. With modern software and cloud based technologies provided by companies like Alphabet/Google, Microsoft, Zoom, etc., members of the management team need not all live in close proximity which gives SAMS' president the opportunity to select members of his/her team from anywhere in the country. Any master swimmer will then have the opportunity to serve on SAMS' committee should they feel that they can make a positive contribution. It is noted that only 4 of the 9 KZN SAMS committee members reside in the Ethekewini/Durban Metro area.

2. Communication – the basics.

- 2.1. When communicating by text it may serve you well to consider the following:
 - take particular care to ensure that the text does not contain reference to an individual(s) which in any way can be construed as humiliating, embarrassing or defamatory;
 - never hit the send button without first critically analysing the text from the readers point of view to ensure that the message conveyed is positive and in the spirit of masters;
 - **never hit the send button when peeved – rather sleep on it** and;
 - “Think deeply; Act kindly.”
- 2.2. Acknowledgment of the receipt of correspondence and a “thank you” for information received gives the correspondent a very positive impression of SAMS.
- 2.3. Be pragmatic and positive. Keep in mind what Masters' undertake is generally of little concern to anyone outside the Masters' fraternity.
- 2.4. Ensure that the proper protocols are in place when members' change clubs – refer to SAMS' By-Laws clause 2.4.2.

3. Continuity in SAMS.

- 3.1. Experience has shown that the hand-over of SAMS from region to region has had its challenges (see ch.2-par.16).
- 3.2. As proposed by Marcelle Strauss in 2009, to ensure the smooth transition from one SAMS committee to the next, the following has been implemented:
 - **The receiving region must nominate their President-elect at least 3 months before the take over.**
 - The President-elect will become part of the SAMS committee. This should include all copying in of documentation and emails
 - The past President of SAMS should also be on the new SAMS committee for at least 3 months at the beginning of the take over. Once again, including copying in of documentation and emails.

- 3.3. The procedure will ensure that the new President is up to speed with what has happened in SAMS during the past year and this will also ensure the smooth hand over of SAMS to the new region.
- 3.4. It is required that the past President attend this first meeting of the new committee and the future President attends the last meeting of the committee terminating office. In this regard SAMS will bear the costs if any. If however, there are insufficient funds in SAMS' budget, the future and past regions will share the costs.
- 3.5. A further requirement to ensure a smooth handover is that the SAMS' secretary, during his/her entire term of office, be copied all correspondence so that a comprehensive file in electronic format may be kept and handed over to the succeeding SAMS committee.
- 3.6. SAMS' handbook must be updated by the region hosting SAMS prior to hand over to the new SAMS committee.

4. Paid secretariat

- 4.1. Following a proposal (see appendix 5) by Roland Heuff, regions taking on the hosting of SAMS would be able to receive an amount (regarded as an incentive fund) over and above the normal fees to cover the cost of a paid secretariat. Duties would include general as well as specialised functions such as the handling of registrations using Team Manager and the website. The incentive fund should be used without compunction if this is critical to the success of SAMS.
- 4.2. The cost of the secretariat fund will be nominally R30 000 pa, covered by increasing membership fees by an amount depending on SAM'S membership (e.g. 600 members @ R50 each). Members would be happy to pay the additional R50 if this meant the region would then be able to host SAMS and that SAMS would continue to function efficiently and effectively.
- 4.3. Any amount remaining in SAMS' secretariat fund at the termination of office should be used by SAMS (i.e. the host region inclusive of its SAMS committee members) at SAMS'/host region's discretion.

CHAPTER 11 EQUIPMENT AND TROPHIES

1. Floating trophies

Description	Photo
Left Barnetson trophy. Awarded to the most improved swimmer. Middle Colin Cable trophy. Awarded to the swimmer at nationals who is 60 years and over, swam 6 events, and scored the most points, with the events being scored on a scale of endurance. Right Joe Hillstrom trophy. Awarded to the club with the most new members attending nationals for the first time.	
Left Best performance male. Awarded to the male swimmer closest to a world record (%) Right Best performance female. Awarded to the female swimmer closest to a world record (%)	
Left Victor ludorum award. Awarded to the male swimmer scoring the most points for a Club. If more than one swimmer qualifies, then that swimmer closest to a world record receives the award. Middle Victrix ludorum award. As above but to a female swimmer Right Peter Pirow award – Awarded to the swimmer with the best 400m IM result.	

Left SAMS handicap trophy. Awarded to the club scoring the most points after dividing by the number of swims for the club. Right Spirit Bowl. Awarded to the region/club promoting the spirit of masters swimming.	
Left SAMS winning region. Heyman Belfort memorial shield. Awarded to the winning region. Right SAMS trophy. Awarded to the winning club.	
Left Charles Buck memorial trophy. Awarded to the person(s) who best epitomizes the true spirit of masters swimming.	
Left Lilian Parrington trophy. Awarded to the oldest swimmer.	

- 1.1. The above shows photos of the current trophies and shields held by SAMS. A full description of each as well as the criteria for awarding the same is given in paragraph 11 below.
- 1.2. A register containing a record of trophy recipients has been compiled by SAMS (See appendix 8 – an excel report compiled by John Petersen). The register must be updated by each successive SAMS hosting region.
- 1.3. Trophies donated to SAMS become the property of SAMS. Thus, while taking into account the wishes of trophy donors the guidelines for awarding trophies remain SAMS' prerogative.
- 1.4. SAMS has an abundance of trophies which have to be continually tracked and managed. The provision of new trophies should be avoided especially if the winning recipient cannot be easily determined bearing in mind the limited time available between the conclusion of Nationals and the awards banquet. Possibly new trophies should be awarded at a regional or club level and not SAMS.
- 1.5. With due consideration to the rule in Ch.8-par.16.1 in which foreign swimmers are excluded from point scoring it follows that foreign swimmers and clubs should not be eligible for winning SAMS' floating trophies since many of the latter are based on points scored.
- 1.6. While SAMS' constitution (see Ch.3-par.6.4) indicates that SAMS should insure the trophies it should be noted that the floating trophies are normally dispersed in a number of different homes, the likelihood of losing a number of trophies simultaneously is small. As a consequence, any loss due to theft or damage will be covered by SAMS if this cannot be recovered from the recipient.

2. Ten/Twenty/Thirty/Forty year attendance awards

- 2.1. SAMS will provide 10, 20 and 30 year awards for presentation at nationals (see Ch.8-par.16.2). The awards shall be in the form of a wooden trophy or other appropriate commemorative token and with an inscription which includes the SAMS logo and the wording "Ten Year", "Twenty Year" or "Thirty Year" as applicable.

3. Colours awards

- 3.1. SAMS will provide badges, either metal or cloth, for first time colour winners. Those earning colours more than once will receive a metal scroll for each subsequent achievement. Presentations will be made at nationals during the dinner/dance banquet.
- 3.2. Chapter 4 paragraph 7 details the procedures that need to be followed for pool swimming colours while Appendix 8 contains an updated history sheet of the colours awards.

4. Honorary life membership award

- 4.1. As per 3-14.4, SAMS is entitled to award honorary life membership to an individual in order to recognize meritorious service to SAMS.
- 4.2. The above would normally embrace the recipient being presented with a commemorative award such as a plaque with suitable engraving together with enjoying lifelong, free SAMS' membership.

5. SAMS banner and club flags

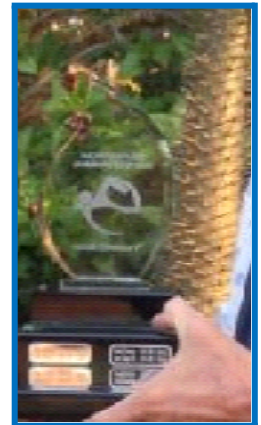
- 5.1. Club flags were purchased, on behalf of clubs who requested them, by Allen Morrison.
- 5.2. SAMS ensures that the banner and the club flags are displayed at each nationals

6. Computer and software

- 6.1. SAMS currently has a laptop which is used by SAMS' secretary.

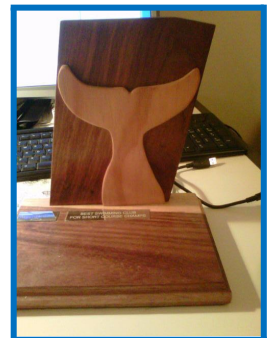
7. President's "Baton"

- 7.1. The President's "baton" is a new award first presented in March 2013 at the Awards Banquet in Port Elizabeth. The "baton" is handed over by the outgoing SAMS' President to the incoming President. The handing over ceremony is an opportunity for members to express their appreciation to both committees for the hard work done and to be done by the old and new committees respectively.
- 7.2. The "baton" is an attractive ornamental piece suitable for mounting engraving plates of past and future presidents.



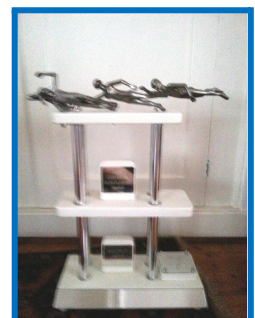
8. Short course trophy

- 8.1. Gauteng SAMS introduced, in 2007, a trophy for the winning club of the SC champs. The winner is calculated from a formula which takes into account per club the number of participants, points/event/participant and the number of registered members as at 30 September. The trophy was only awarded once (to the East Coast) and then forgotten about.
- 8.2. Subsequent to above the trophy is now awarded to the SC winning club based entirely on total points scored regardless of club size. Pont scoring is the same as that for the LC champs.



9. Open water swim trophies

- 9.1. A magnificent trophy for the winning club in the SAMS open water swim champs was donated by Anton. Two events are swum - a 1km and 3km. Point scoring for the 1K event is the same as that for the LC Nationals individual events. Points for the 3km event, which is the standard event at World Masters champs, is double that of the 1km.
- 9.2. As the event is normally swum on the Sunday after the pool events, the trophy is only awarded to the winning club at the subsequent Nationals. The trophy was awarded for the first time at the 2014 Bloemfontein Nationals (for the open water event at the Marina, Jeffreys Bay held in 2013). Because of the size and weight of the trophy creating difficulty with transport, a framed photograph of the trophy is presented at the awards function.
- 9.3. Rae Walker Smith Trophy - Niki Louw donated a trophy that her mother, Rae Smit, won. She would like it to be presented to the swimmer (male or female) over 70 years old with the best performance in the 3km SAMS OWS Champs. (See paragraph 11 below.)



10. Projector and screen

10.1. In 2014 SAMS purchased an Acer projector and screen for use during meetings and the AGM.

11. Trophy descriptions and Criteria for determining awards (see also appendices 8 and 1 form 10)

AWARDS, TROPHIES AND SHIELDS	
NB: FINA does not recognize the Pre-Master age groups of 18-24 (individual) and 72-99 (relays) and there are no world records in these age groups. This precludes swimmers in the 18-24 age group from eligibility for the following awards: Victor & Victrix Ludorum, Best Performance Male & Female and the Peter Pirow cup. Kindly note that the Awards are listed below in the order that they should be presented at the Awards banquet	
AWARD NAME	CRITERIA
RAE WALKER SMITH TROPHY FOR THE BEST 3KM OW SWIMMER 70 YEARS AND OLDER (Donated by Niki Louw)	Awarded to the Male or Female swimmer who is 70 (Masters years) and older who, at the SAMS 3km OW champs, had the best performance measured against the applicable age group colours qualifying time.
SAM'S OPEN WATER CLUB TROPHY (Donated by Anton Harrop – Allin)	Awarded to the SAM'S Club scoring the most points in the 3Km and 1Km at the SAMS Open Water Champs. Points scored in the 3km event are double those scored in the 1km event. As the OW Champs are normally held the day after the Awards Ceremony each year, the trophy is presented the following year and was presented the first time in 2014 for the 2013 OW Champs.
SAMS Short Course Championship CLUB TROPHY (Donated by Gauteng Masters)	Awarded to the SAM'S Club scoring the most points in the SAMS Short Course Champs for the current season.
SAMS Short Course Championship Best Region	No trophy. For information only.
LILIAN PARRINGTON TROPHY FOR THE OLDEST SWIMMER (Donated by Heather Campbell and John Keyter)	Awarded to the oldest swimmer at the SAMS LC Champs.
COLIN CABLE AWARD FOR AGE AND ENDURANCE (Donated by Western Province MSA and Lynda Gower)	Awarded to the SAMS female or male swimmer at the SAMS LC Champs, who is 60 (Masters) years or over, swam 6 events and scored the most points with the points being scored on a scale of endurance. In the event of a tie, the oldest swimmer will receive the award.
PETER PIROW TROPHY (Donated by the Pirow family)	Awarded to the SAMS female or male swimmer with the best time in the 400m Individual Medley at the SAMS LC champs, measured (%) against the world record.
BARENTSON TROPHY FOR THE MOST IMPROVED SWIMMER (Donated by Tiny Barnetson)	Awarded to the SAMS male or female swimmer who shows the greatest % improvement in time for any event at the SAMS LC Champs. Times are measured against the swimmer's recorded time for the same event at the SAMS LC Champs of the previous year. (Any swimmer who qualifies for the award but feels that their improvement was due to a below par performance in the previous year as a result of illness or for any other reason is encouraged not to accept the award so that it can be awarded to the next qualifying swimmer.)
BEST PERFORMANCE FEMALE (Donated by Allen Morrison)	Awarded to the SAMS female swimmer with the best time at the SAMS LC champs, measured (%) against the world record.
BEST PERFORMANCE MALE (Donated by Allen Morrison)	Awarded to the SAMS female swimmer with the best time at the SAMS LC champs, measured (%) against the world record.

VICTRIX LUDORUM (Donated by Errol Stern)	Awarded to the SAMS female swimmer who scores the most individual points at the SAMS LC champs. If there is a tie, then the trophy is awarded to the tired swimmer with the lowest average percentage difference between the swimmer's time and the world record for all the swimmer's individual events.
VICTOR LUDORUM (Donated by Errol Stern)	Awarded to the SAMS male swimmer who scores the most individual points at the SAMS LC champs. If there is a tie, then the trophy is awarded to the tired swimmer with the lowest average percentage difference between the swimmer's time and the world record for all the swimmer's individual events.
CHARLES BUCK MEMORIAL AWARD FOR THE SPIRIT OF MASTERS (Donated by Western Province MSA)	Awarded to the SAMS person who best epitomises the true spirit of Masters Swimming.
JOE HILLSROM TROPHY FOR THE THE MOST NEW COMPETITORS (Donated by Joe Hillstrom)	Awarded to the SAM'S club that has the most swimmers competing in their first SAM'S LC Champs.
SPIRIT BOWL FOR THE BEST CLUB SPIRIT (Donated by Louise Pallet and Jill Fahrenhem)	Awarded to the SAM'S club best promoting the Spirit of Masters Swimming at the SAMS LC Champs.
SAMS COLOURS AWARDS	
DASH-FOR-CASH AWARD	The first thee in each event receives a cash award.
SAM'S CLUB HANDICAP TROPHY	Awarded to the SAM'S club scoring the most points for entered swimmers at the SAMS Long Course Champs. Individual and relay points count. For this award there is a prescribed minimum of 8 entered swimmers per club. Clubs with less than 8 swimmers have their total points divided by 8.
DR. HEYMAN BELFORT MEMORIAL SHIELD (TOP REGION)	Awarded to the SAMS Region scoring the most points at the SAMS LC champs
SAM'S CLUB TROPHY (TOP CLUB)	Awarded to SAMS club scoring the most points at the SAMS LC Champs.
PRESIDENTS BATON	Presented to the incoming SAMS president by the outgoing SAMS president whenever there is a change of the SAMS executive committee.

CHAPTER 12 WINTER CHALLENGE

- 1.1. The winter challenge is held, each year, in the month of August. Its purpose is to encourage swimmers to get back into the water; to entice new members to join and to raise funds for charity. Visitors, friends and family are welcome to participate and to have a load of fun.
- 1.2. The 'challenge' is to determine how far the participant can swim in one hour in the pool. The swimmers can do this in their own time provided they have lap counters or alternatively, clubs can arrange to meet at a specific time and place to do the swim. The applicable form, which indicates the distance swam, is signed by both the swimmer and the lap counter and is submitted to the club chairperson.
- 1.3. Club chairpersons' send to SAMS a summary form which indicates the distance swum by each swimmer and their age. A form for relay teams is also provided. The summary forms are for information only and are of use in newsletters. (Prior to the 2011/12 season the forms were used to determine a winning club derived using a formula which takes into account the size of the club (as determined by the number of club members at the end of the prior season), the number of participants, their ages and the total distance swum - see paragraph 1.6 below.)
- 1.4. The entry fee is decided by the region. All proceeds go to a charity as decided by the particular region.
- 1.5. In earlier years SAMS also offered a T-shirt which could be purchased by participants. However, with the growth of master swimming and the complexity involved in ordering and distribution thereof this has been dispensed with. Regions are nonetheless encouraged to provide their own T-shirts as this will also help to promote the winter challenge and new members to join masters.
- 1.6. The formula once used for calculating final positions and developed by Western Province is as follows:
$$F = N/C (A \times D)$$
where F = final determining position; N = number of swimmers participating; C = total number of club members registered in the prior season; A = average age of participants (years) and D = average distance swum (metres).
- 1.7. The Gauteng SAMS (0708 and 0809 seasons) introduced relay team events as well age group categories for individuals and the relay team events. The objective being to establish records for the most distance swum for individuals and teams. The records however, have since been abandoned because:
 - It is pointless keeping records when the integrity of which is always in doubt.
 - The winter challenge is a fun/charity event and
 - It is just another administrative burden which somebody has to manage.
- 1.8. WP masters in the 10/11 season introduced a new individual event, the "WFC Mile Challenge" which may be done as an alternative to the standard individual event. The WFC Mile Challenge is described in appendix 2.
- 1.9. All applicable forms may be found in appendix 2.

CHAPTER 13 OPEN WATER SWIMMING AND COLOURS

1. The basis for a colour system.

- 1.1. Open water is considered a separate discipline by FINA. There is always an open water event at each world masters champs. Up until 2000, this was a 5km distance swim but has since changed to 3 km and it is over the latter distance that SAMS' colours for open water swimming are based. Recently, it has been decided to consider also 5 and 10km distances for colours (see paragraph 5 below) and this is being trialled at present notwithstanding these distance events are not FINA masters events.
- 1.2. The popularity of open water swimming is increasing by leaps and bounds. No doubt, due to the increasing national TV coverage afforded such events and because it is one of those few events where all members of a family can get involved and participate. Some 13 000 swimmers participated in the Midmar Mile alone.
- 1.3. Also, in some masters clubs, there are swimmers who only participate in open water swimming. Furthermore, SAMS has taken note of requests, received from time to time, for masters clubs to be formed for the sole purpose of open water swimming and for such clubs to be open to all age groups. Such interested parties have no desire to take part in competitive pool swimming. This is analogous to road running where the vast majority of road runners have no interest in track and field.
- 1.4. In 2010, the method of providing colours for the 3km open water swim was developed by scribe (Derek Fyfe) and agreed upon and is included in SAMS' 2010 constitution (see Ch.3-par.14.2). At that time, various proposals were considered such as taking an average time of elite (world class) master swimmers/age group and/or achieving a top placing at world masters but all these were discarded basically because of the relatively few swimmers (compared to pool swimming) that compete world-wide in the different age groups and why should only those swimmers that are able to compete at worlds be eligible for colours? Furthermore, at some world champs, especially those held far afield such as in Christchurch or in Perth there are sometimes very few top class competitors in many of the age groups which mitigates against using a 10th place or better as a benchmark for awarding colours.
- 1.5. As many masters compete in both pool and open water swimming, scribe did an exercise to determine if there was any correlation between their 1500m pool times versus their 3km open water swim times. The exercise established that such correlation did indeed exist and, in fact, it was ascertained that it takes, on average, a swimmer 2.2 times longer to complete a 3km open water swim compared to his/her 1500 pool swim – this amounts to doubling the 1500m pool time and adding 10%. (Please refer to appendix 4).
- 1.6. In the absence of any other methodology being offered as a viable alternative, the concept in paragraph 1.5 above has been applied to determine a 3km ows colours time using the 1500m pool colours time as a basis. This has enormous advantages as the times can be readily adjusted every year, along with pool times, as the standards in swimming improve. The same principle was used by John Petersen in determining possible times for the 5 and 10km swims.

1.7. Included in this chapter are the following topics.

- The role of the SAMS open water swimming committee member.
- The applicable events and membership requirements
- The procedure for a swimmer to follow in applying for colours and the applicable form.

2. The role of SAMS' open water swimming executive

2.1. At the Pretoria 2010 AGM it was agreed that SAMS would task a committee member to handle the interests of open water swimming.

2.2. One task is to determine the colours time/age group. This should be done using a multiplying factor (typically between 2.1 to 2.3) on the 1500m pool colours times as per appendix 4.

2.3. A second task is to complete a checklist (devised by Ann Gray) for each open water event (see table below). The checklist, which should be signed by the event referee (if possible) and a SAMS' representative, is used to confirm that the event has been run according to SAMS' requirements for colours.

SAMS' OPEN WATER SWIMMING CHECKLIST

ITEM	ITEM	CHECKED
1	Accurate measurements with GPS	
2	Swim route map – with distance between buoys	
3	Accurate timing: hand held/electronic	
4	Secure buoys	
5	Start procedure: water/land	
6	Referee (boat. yellow + red flags	
7	Fina approved swim-suits	
8	Marking of swimmers numbers on back. ID bands	
9	Safety: (a) In/on water, e.g. ecoli count (b) First Aid on land	
10	Pre-race briefing	
11	Results available	
12	Indemnity	
13	Starting signal: loud hailer, whistle, etc	
14	No abnormal environmental conditions (strong currents/wind etc) that could impact results	

REFEREE NAME: _____ SAMS REPRESENTATIVE: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

2.4. A third task is to handle the application process and relevant forms.

3. Qualifying events

- 3.1. In order to cater for all the variables and possible advantages that could be gained in open water swimming, the qualifying times must be equaled or bettered in at least two events in the same season and moreover, only at those events organized according to international/national standards. Accordingly, only FINA international masters events, SSA sanctioned and SAMS approved events are considered (see Ch.3-par.14.2).
- 3.2. As for pool swimming, SAMS only awards open water swim colours once the swimmer has attended three Nationals (pool or open water). Thus, SAMS makes every effort to include a 3km open water swim event in the Nationals programme and swimmers are encouraged to participate in both open water and pool swimming
- 3.3. It is required that the swimmer compete in the name of his/her masters club and that the club name should preferably appear in the results list.
- 3.4. Notwithstanding that the colours time has been derived from pool/dam fresh water times, SAMS may deem a swim in sea water (e.g. an event at Nationals) also to be a colours qualifying swim. However, the course design must ensure that no advantages are gained through tides and/or currents and that the course length is accurate and remains constant for the duration of the event.
- 3.5. The open water swim at the Riccione Worlds (June 2012) illustrates the problems that could be accounted for if a sea swim is used as a colours qualifier. At Riccione, incredibly fast times (relative to realistic norms, seed and SAMS' colours times) were achieved across all age groups - with the exception of the heats for the youngest age groups. It is uncertain as to what caused the unrealistic fast times but most likely a strong current played havoc with the swim. Following Riccione, the constitution has been amended (see 3-14.2) and an additional item (point 14) added to SAMS' checklist as per the table in paragraph 2.3 above.
- 3.6. With due regard to the above and taking all factors into consideration, SAMS shall have the sole prerogative in deciding as to whether a particular event may be deemed to be a SAMS colours qualifying swim. In its decision SAMS may take note of the times swum by top open water swimmers in the event (e.g. those that have previously received colours) relative to their previous times in open water swims.

4. Swimmers' qualification criteria

- 4.1. Twice during the same season (01 May to 30 April) you must have achieved a time that equals or betters the time in the current SAMS table as published on SAMS' website. This time must have been recorded to 1 second by the organizers of the Swim.
- 4.2. At the time you achieved the qualifying times you must have been:
 - A South African Citizen or have been granted South African Permanent Residence Status (i.e. you must be in a possession of a valid South African Identity document that showed your 13 digit RSA ID Number and indicated your status as a Citizen or Permanent Resident) and
 - a properly registered and paid-up member for the current season (01 May to 30 April) of a Masters Swimming Club which is affiliated to SAMS and
 - representing the above Club in the Open Water Swim and
 - competing in a SAMS sanctioned and accepted Open Water Swim (see paragraph 3 above).

- 4.3. You must also have attended in a minimum of 3 (or be attending your 3rd) SAMS National Long Course Championships (either Pool or Open Water). If you have not yet fulfilled this latter requirement at the time that you qualified as per paragraphs 4.1 and 4.2 above, your qualifying details will be kept on record until you do so.
- 4.4. You must obtain a copy of the official results of the Swim and have them signed by your Club President/Chairperson. Once your two qualifying swims have been completed for the season you must complete the application form below, sign it and have it signed by your Club President/Chairperson who will first verify that you met the qualifying requirements. The application form and the signed copies of both of the official results must be forwarded to the SAMS Open Water Swimming Representative for ratification of your colours qualification.
- 4.5. With regard to the above paragraph swimmers should note it is up to the swimmers themselves to take the initiative and complete the necessary forms and to provide the documentation. They cannot wait and expect their club to do this for them. This is unlike pool swimming when the gala secretary makes the application for colours on behalf of the swimmers. An application form is given at the end of this chapter

5. Colours for 5km and 10km swims

- 5.1. The insert from Jade Homveld, SAMS' Open Water Executive (2016-2019) refers. The colours times for the 5 and 10km swims were calculated by John Petersen.

QUALIFYING TIMES FOR SA COLOURS							
Open water swimming qualifying times 2018/19							
The qualifying times for the 2018/19 season are available and I am delighted to announce that the SAMS committee has agreed to the implementation of 5km and 10km qualifying times on a trial basis for this season. I am sure that this will bring about a set of challenges and questions, but this is definitely the way forward, as both events are represented at the Open water world champs and the 10km is an Olympic event. It is important to note that a swimmer must qualify twice in a season and will only be awarded SA Open water colours after participating in 3 SA Masters Nationals. The table below has the qualifying times for the 3km, 5km and 10km.							
Open Water Colours Qualifying Time (2018-2019)							
WOMEN				MEN			
Age group	3 km	5 km	10 km	Age group	3km	5km	10km
19-24	00:42:49.0	01:12:57.0	02:33:35.0	19-24	00:39:49.0	01:07:51.0	02:22:50.0
25-29	00:42:49.0	01:12:57.0	02:33:35.0	25-29	00:39:49.0	01:07:51.0	02:22:50.0
30-34	00:43:22.0	01:13:53.0	02:35:33.0	30-34	00:39:50.0	01:07:52.0	02:22:54.0
35-39	00:44:13.0	01:15:21.0	02:38:38.0	35-39	00:39:33.0	01:07:24.0	02:21:53.0
40-44	00:43:49.0	01:14:40.0	02:37:11.0	40-44	00:40:08.0	01:08:23.0	02:23:58.0
45-49	00:44:51.0	01:16:26.0	02:40:55.0	45-49	00:39:42.0	01:07:40.0	02:22:26.0
50-54	00:45:53.0	01:18:12.0	02:44:37.0	50-54	00:41:18.0	01:10:22.0	02:28:09.0
55-59	00:46:00.0	01:18:24.0	02:45:03.0	55-59	00:43:49.0	01:14:40.0	02:37:12.0
60-64	00:49:21.0	01:24:05.0	02:57:02.0	60-64	00:45:12.0	01:17:01.0	02:42:08.0
65-69	00:54:37.0	01:33:05.0	03:15:57.0	65-69	00:48:32.0	01:22:42.0	02:54:06.0
70-74	01:02:31.0	01:46:31.0	03:44:15.0	70-74	00:51:44.0	01:28:10.0	03:05:36.0
75-79	01:08:50.0	01:57:18.0	04:06:56.0	75-79	00:58:48.0	01:40:12.0	03:30:56.0
80-84	01:20:44.0	02:17:34.0	04:49:37.0	80-84	01:06:52.0	01:53:57.0	03:59:54.0
85-89				85-89	01:49:55.0	03:07:17.0	06:34:18.0

[Click here for printable SAMS OW QTs 2018-2019](#)

6. Scoring at the National Open Water Champs.

- 6.1. As indicated in Ch.2-par.3.22 point scoring for the 1 km event shall be the same as for the pool individual events and for the 3km double that. This is to encourage swimmers do the 3km rather than the 1km.

7. Open Water Trophies

7.1. Two trophies

7.1.1. A trophy donated by Anton Harrop-Allin for the winning club at Nationals

7.1.2. A trophy donated by Niki Louw (the Rae Walker Smit trophy) for the best swimmer, male or female, 70 years and older, with the best performance at Nationals in the 3km event. See also ch.12-par.9

7.2. Four trophies for the 3km have been donated by SAMS (2024)

7.2.1. Female under 50 years

7.2.2. Male under 50 years

7.2.3. Female over 50 years

7.2.4. Male over 50 years

8. Use of Meet and Team Manager at the Nationals Open Water Swim event.

8.1. MM Set up: There are 2 events - 1km & 3km. Each is allocated a separate region in MM for points scoring purposes. This MM database can be used for the entries. The latter are then sent to the open water swim (OWS) organiser for use as part of the entry list of swimmers. Normally to recover cost the OWS includes many swimmers who are not masters.

8.2. As the OWS events are held after the Saturday awards ceremony (The awards for the previous open water champs are made then.) there is no urgent need for the points to be generated. The results from the OWS organiser can be published and these results will be captured into the swimmer populated MM database during March/April.

8.3. The rules are that a swimmer can only enter 1 event and NOT change events after entering. If a change does slip through the cracks then that swimmer will neither be placed nor score points in the incorrect event.

8.4. In order to make things easier it would be desirable to allocate "competitor numbers" to the entrants. For example; 100-299 for the 1km, 300-499 for the 3km and 500+ for not previously entered and non SAMS registered entrants.

8.5. The loading of Masters Competitors into MM is done in the same way as for National's pool events. See chapter 8 paragraph xx and chapter 6 paragraph 6.6.4

OPEN WATER SWIMMING: APPLICATION FOR SAMS COLOURS

The swimmer must obtain a copy of the official results and have these signed by his or her Club President/Chairperson. Once two qualifying swims have been completed in the season, both signed results sheets must be sent to the SAMS Open Water Swimming Representative together with the prescribed application form. The application form (see below) must be signed by both the swimmer and the Club President/Chairperson.

The swimmer must swim the two swims in **one season** – even if the swimmer ages up during that season. SAMS reserves the right to decline a qualifying time if the event in which the swim has taken place has not met the criteria set out by SAMS. This includes FINA, SSA and SAMS sanctioned swims that have failed to comply with the criteria.

FULL NAME: _____

RSA ID Number: _____

CLUB NAME: _____

DATE: _____

	Swim Event One		Swim Event Two	
Event				
Location				
Date				
Season				
Age Group				
	Swimmers Time	Col. Qual. Time	Swimmers Time	Col. Qual. Time

This application is in compliance with the qualifying criteria published on the SAMS website.

SIGNED: SWIMMER: _____

SIGNED: CLUB PRESIDENT/CHAIRPERSON: _____

SIGNED: OPEN WATER SWIMMING EXECUTIVE : _____

CHAPTER 14 SAMS' EXECUTIVE: SUMMARY OF DUTIES

1. President

- 1.1. SAMS' President is elected at the AGM (Ch. 3-Par. 5.1). The first task of the president is to appoint an executive committee consisting of a vice-president, secretary, treasurer, public relations officer and other executives as deemed necessary. These executives are normally, but not necessarily, drawn from the region hosting SAMS.
- 1.2. The president's primary function is to provide overall leadership and guidance to SAMS in the fulfillment of objectives and to chair all SAMS meetings (Ch. 3- Par. 5.4 and chapter 10)
- 1.3. Over the years, SAMS has established considerable reserve funds. (Ch. 3-par. 12.6; Ch. 2-par. 6.3). The president must ensure that these funds are used in the best interests of SAMS and this includes the payment of gratuities to an individual or individuals whose services are critical to the existence and success of SAMS. (Ch. 2-par.3.6; Ch. 2-par.16; Ch. 10-par. 4; App. 5)
- 1.4. The president may combine functions and task (as outlined below) into executive portfolios as necessary according to expertise and resources available. The president may appoint additional executives if necessary.
- 1.5. The president shall, at Nationals:
 - Ensure that SAMS continues to function and, if necessary, appoint a Special Executive Committee for this purpose (Ch. 3-Par. 9.1)
 - Ensure that a Championships Committee is in place (Ch. 3-Par. 9.2 & Ch.8-Par. 18.2)
 - Chair the Technical Meeting and officiate at the awards banquet (Ch. 8-Par. 6.4 as well as Par. 16.2)
- 1.6. The president will be required to lead SAMS in discussions with SSA on all matters related to Masters. Provide assistance to regions in negotiation with affiliates on any matters e.g. fees payable by clubs and individual masters to the affiliates should this be necessary.
- 1.7. Determine fees payable to SAMS by masters.

2. Vice President

- 2.1. Support and stand in for the president when necessary. Perform duties as assigned by the president e.g. be the custodian of SAMS' policy and strategy.
- 2.2. Ensure that all SAMS' actions are in compliance with objectives as outlined in the constitution and if any deviation is required ensure that the appropriate steps are taken to have the constitution amended.
- 2.3. All new proposals must be considered against SAMS' past activities as recorded in SAMS' handbook to avoid the possibility of "re-inventing the wheel" or repeating past mistakes.

3. Treasurer

- 3.1. The Treasurer shall keep proper books of accounts, which shall be checked annually by a suitably qualified accounting officer appointed by SAMS. After the end of the financial year, the Treasurer shall frame a Balance Sheet and Income and Expenditure Account and, after signing off, a copy shall be forwarded, together with the Treasurer's Report, to the Secretary of each Region to reach him 14 days before such report is to be tabled at an Executive Meeting of SAMS.

- 3.2. Provide financial reports for the AGM.
- 3.3. Maintain and operate on SAMS' banking account(s). As necessary, arrange for and deploy internet banking facilities.
- 3.4. Settle all invoices and accounts on behalf of SAMS and specifically those applicable to SAMS' web site.
- 3.5. SAMS has been registered as a Public Benefits Organization (Ch. 2-Par. 6.6 and Par. 6.7) and as such annual financial statements and annual income tax returns must be submitted to the Tax Exemption Unit. Any changes to the constitution must likewise be submitted to SARS.
- 3.6. In addition to paragraph 3.5 above, deal with any other tax related issues with SARS.
- 3.7. Communicate with debtors/creditors and resolve any issues in this regard.
- 3.8. On the appointment of a new SAMS Executive, signed off Financial Statements and all books and vouchers must be in the hands of such new Executive, 14 (fourteen) days prior to the Presidents' meeting.

4. Secretary

- 4.1. Correspondence related to SAMS which includes communication with SSA, FINA masters, other national masters swim associations, SAMSA (SA Masters Sports Association), swimmers, etc on a variety of issues such as world champs, letters of registrations, gala schedules, programmes, winter challenge, short and long course champs, posting of information, results etc to the Web Master and Records Clerk as necessary as well as notifications of meetings and the sending out of minutes etc.
- 4.2. Assistance to other SAMS' committee members in the execution of their specific duties such as the organization of the SAMS winter challenge including preparation of forms; the orchestration of the SC champs as well as amendment to the constitution as deemed necessary.
- 4.3. Obtain contact details and photos of regional and club administrators for posting on SAMS' website.
- 4.4. Organization of all SAMS' meetings including venues as well as refreshments. To take minutes at such meetings and ensure timely distribution thereof.
- 4.5. Work closely with the region organizing nationals to ensure that all processes are on track. Assist in the presentation of awards/trophies at the dinner/dance banquet.
- 4.6. Prior to the Nationals, request each region/club to submit motivations for the Charles Buck award. See Ch. 12-par. 11
- 4.7. Filing and maintain traceable records of all correspondence, meetings, etc for handover to the successor SAMS committee

5. Registrations (see also chapters 5 and 6)

- 5.1. Understand the use of TM, the registration process and associated flow chart.
- 5.2. Compile and distribute all forms required for registrations.

- 5.3. Acquire and manage, in conjunction with the Central Database and Software Platform Manager (see paragraph 12 below) all necessary software upgrades for Team Manager (TM), not only for SAMS but also for regions.
- 5.4. Be the custodian of SAMS' national team manager database. Update and maintain the various fields in accordance with SAMS and SSA/affiliate requirements. See Ch. 6-par. 3.10.
- 5.5. Liaise with regions and SAMS' treasurer during the entire registration process as is outlined in chapter 5, to ensure registrations run smoothly and that there is always correlation of funds deposited with registered swimmers.
- 5.6. Work with masters regions towards achieving a paperless registration system i.e. to use TM.
- 5.7. Determine which club will win the Joe Hillstrom trophy. The latter will be presented at the Nationals award banquet. See Ch. 12-Par.11
- 5.8. With the assistance of the secretary, keep a record of the current and previously registered masters that have sadly passed away during the course of the season so that a proper obituary notice can be posted on SAMS' website and respects afforded at the awards banquet.

6. Asset Manager (Inclusive of all awards)

- 6.1. Manage trophies for both the SC and LC champs as well as open water.
- 6.2. Ensure all trophies are delivered, properly engraved in time for nationals. Assist, if required, in the presentation of trophies and other awards at Nationals.
- 6.3. In conjunction with the Database and Software Platform Manager ensure that a register is maintained of trophy recipients (see paragraph 12.8 below and appendix 8).
- 6.4. Make all necessary arrangement for the acquisition of SAMS' 10/20/30/40 year Nationals attendance awards as well as colours awards.
- 6.5. Maintain an inventory and register of holders of SAMS' equipment such as PC notebook, software, and printer as well as banners and flags, trophies etc.

7. Newsletters Publications

- 7.1. Preparation and distribution of no less than four newsletters per annum. In addition, a pre Nationals newsletter needs to be published.
- 7.2. The preparation includes: research of various sporting magazines and relevant swimming websites to retrieve motivational and other subject matter; obtaining relevant information from regions including from club/regional newsletters as well as from the swimming world in general and from the president's and other meetings. Unfortunately, it is often necessary to continually nag some regions/clubs for information.
- 7.3. The newsletter should include a message from the editor and SAMS' president.
- 7.4. The inclusion of photographs, swimmers' profiles, gala results, record breakers, snippets and fun activities are always a highlight in the newsletter.

- 7.5. Once completed each newsletter needs to be forwarded to the SAMS committee for approval before distribution.
- 7.6. Ensure the newsletter is published on SAMS' website, social media platforms and is distributed to regions and clubs.
- 7.7. Manage social media platforms (facebook, twitter, instagram, etc.)
- 7.8. Maintain the high standard of past newsletters as are published on SAMS' website.

8. Open Water Swimming

- 8.1. From the 1500m pool swim colours time, calculate annually the 3km open water swim colours time. (The assistance of the Central Database and Software Platforms Manager can be engendered if necessary.)
- 8.2. As indicated in Chapter 14, ensure the Open Water Swim checklist is completed and thereby determine which 3km open water swims qualify for colours.
- 8.3. Manage the colours application process using the appropriate forms and determine which swimmers qualify for colours awards.
- 8.4. Submit the list of swimmers who will receive colours awards for use at the Awards Banquet.
- 8.5. Manage the process for evaluating the trial system for determining colours for the 5/10 km distances.
- 8.6. Ensure that SAMS' Meet Manager is used for the Nationals Open Water event and that it is properly set up in terms of masters' ages, age groups and point scoring. (See Ch. 2-par.3.22 and Ch. 14-par. 7)
- 8.7. From the results of SAMS' open water champs determine the winning club as well as the winner of the Rae Walker Smit trophy (see Ch. 12-Par. 11)
- 8.8. As normally, the Open Water Champs are held on the Sunday after Nationals, ensure that the two trophies above (the winning club and the Rae Walker Smit trophies) are available for presentation at the succeeding awards banquet. This also applies to the colours awards.
- 8.9. After each season ensure the Open Water Colours history file is updated (see appendix 8).
- 8.10. Promote open water swimming within Masters in addition to promoting Masters at open water events that are open to the general public.

9. Marketing and Public Relations

- 9.1. Promote masters swimming.
- 9.2. Endeavor to obtain sponsorship - specifically for nationals.
- 9.3. Work with the nationals organizing committee to obtain TV coverage for nationals.
- 9.4. Be SAMS' liaison officer in dealing with SSA and regional affiliates.
- 9.5. Provide for Facebook and other social media platforms to promote masters.

- 9.6. Encourage masters to carry with them “business” cards with contact details so that these can be passed on to those who might be interested in Master Swimming. (e.g., to a swimmer training in the next lane or at an open water event).

10. Records and Colours (Pool Swimming). See Ch.3-Par.14, Par 15 & Bye-Law 4.

- 10.1. Be the interface with FINA for the submission of world records and FINA Masters All Time Top Ten listings for both Short course and Long Course (both genders, all ages, all strokes, all distances), as well as to obtain world records and the 10th place times for colours’ determination.
- 10.2. In conjunction with the Central Database and Software Platform Manager ensure the information submitted to FINA in respect of Top Ten Listings is correct and submitted according to FINA requirements. Similarly, in the case of world record submissions.
- 10.3. Be the interface with regions and clubs for record and colours applications ensuring the correct procedures are followed (see Ch.4-Par.7).
- 10.4. During the course of the season update the records database as soon as records have been ratified. Ensure the website is updated. After each season ensure the Colours history file is updated (see appendix 8).
- 10.5. Prepare a list of the swimmers who are to receive colours awards at the Awards Banquet at Nationals.

11. Web Site

- 11.1. Maintain and manage the new SAMS’ website established in 2018 as indicated in Ch.2-par.18.
- 11.2. Ensure the website retains its current high standard and professionalism
- 11.3. Liaise with regions/clubs to ensure information to be loaded on the website is appropriate, accurate and timely.

12. Central Database and Software Platform: (SAMS’ Engine Room/the “John Petersen” files)

- 12.1. Take responsibility for SAMS’ Central Database and Software Platform including Meet Manager (MM) and Team Manager (TM).
- 12.2. Ensure that SAMS, including regions/clubs, have current Team and Meet Manager systems as provided by Hy-Tek and make arrangements to acquire both if necessary.
- 12.3. From SAMS’ registration manager, obtain and verify for correctness, SAMS’ final Team Manager Database for the applicable season as this will be the database used for Nationals. See Ch. 6-par. 3.10.
- 12.4. Assist, if necessary, the region/affiliate hosting Nationals to ensure that the Meet Manager has been properly set up using the correct TM data (as per paragraph 12.3 above) and includes world masters records, SAMS’ records and SAMS’ colours qualifying times as well as ensuring masters’ ages, age groups, seeding and point scoring is correct. See Ch. 8 par. 15.
- 12.5. Ensure that during the running of Nationals real time uploading of event results is provided.

- 12.6. Immediately after the last event has taken place at Nationals and before the awards banquet that same evening, determine trophy winners for all the pool events. (Methods and procedures may be found in appendix 1 form 10).
- 12.7. In the case of SAMS short course champs, merge on MM, the SAMS' SC gala results received from the various regions and compile a consolidated set of results. (See appendix 9).
- 12.8. Maintain history files of all award winners, including trophies and colours awards – see appendix 8.
- 12.9. Maintain SAMS' TM Database that contains zip files of registered swimmers from previous seasons including those deceased. Similarly, maintain SAMS' MM database that contains zip files of past seasons' results for both regional and national galas
- 12.10. Determine Len Points (see ch.2 par. 18.3) if required by SAMS and/or regions/clubs.
- 12.11. Assist the records clerk with Top Ten Listings.
- 12.12. Keep on file procedures and application forms for records and colours for pool swimming as well as colours for open water.
- 12.13. Provide assistance, if necessary, in the determination of colours times for open water swimming.
- 12.14. In conjunction with the Open Water Swimming Executive, ensure the MM used for Open Water Nationals is properly set up and ensure the results are correct.
- 12.15. Follow the methods and procedures as described in Appendix 9.

CHAPTER 15

THE LAST CHAPTER

1. Where are Masters now?

- 1.1. SAMS has been, for 6 years now, under the mantle of regional affiliates. During this period, SAMS' membership has stagnated at around 600 members (see Ch.2-par.1). While some regions have prospered others have struggled and, in fact, one of SAMS' stalwart clubs has now been dissolved. Currently, SAMS has a membership of around 578 which is a cause of concern. This represents a drop of some 25% relative to the 2014/2015 season when SAMS had a membership of 771.
- 1.2. Fortunately, most affiliates have an open mind when it comes to Master. As such, there are masters that are registered with an aquatics club and compete for that club in aquatic events but at the same time are registered with SAMS under a different masters club and compete for that club in masters galas including Nationals.
- 1.3. Some affiliates are generous in the fees that are applied to Masters, even sponsoring SSA fees for older swimmers, while other affiliates charge fees which, in comparison, are excessive. This has contributed to an imbalance in SAMS' membership across regions and clubs. It is far from ideal when nearly 50% of SAMS' membership resides in just two clubs and some 28% in just one club!

2. What do Masters' (i.e., the 578 odd members registered with SAMS) want? - As suggested by the scribe.

- 2.1. To see an annual growth in membership of around 10% and to have a much greater representation of members across all ethnic groups and across all clubs.
- 2.2. To see SAMS exploit economies of scale. To have no more than eight or nine large clubs closely matched in terms of registered members (typically 80 or more) that can participate and compete keenly at Nationals as well as at World Masters and to have a load of fun at the same time. Having a string of small clubs each with a handful of masters does very little for anyone.
- 2.3. To have a healthy relationship with SSA and all affiliates.
- 2.4. To have a seamless and paperless process for registrations and gala entries.
- 2.5. To have an enthusiastic bunch of leaders and administrators acting professionally and who communicate frequently, openly and responsively with their members and others.
- 2.6. To have a Masters organization that is no less than world class that successfully fosters the growth and development of Masters Swimming in SA.
- 2.7. To have an administration that complies with SAMS' constitution as the latter embodies the corner stone of masters' wants.

3. Now do Masters get there? (Covered in various chapters of the handbook but summarized below)

- 3.1. Have a pragmatic management style. Bear in mind that what Masters actually do is, generally, of little concern to those outside the Masters Swimming fraternity.
- 3.2. Avoid bureaucracy especially if such is nonsensical when applied to Masters. The mojo is simple: "SWIM AND LET SWIM."
- 3.3. Since it is SAMS' database that is used for Nationals, the database does not have to replicate that of SSA's provided all SAMS' members are duly registered with SSA. Thus, there should be no problem if a member is registered with an affiliate and SSA via an aquatics club but registered with SAMS under a different club.
- 3.4. Lean on those affiliates that understand the benefits that Masters bring to swimming as a whole.
- 3.5. Form a strong bond with SSA and the affiliates by attending their meetings. Encourage the affiliates to have a few masters' events in their swim programmes and ensure that masters compete in these events.
- 3.6. Nudge those affiliates/aquatic clubs that only have one or two masters in their ranks to allow those masters to compete under the banner of a large Masters club at Nationals and at other galas organized by Masters for Masters. (SAMS desires a Masters club to have at least 8 members)
- 3.7. Use SAMS' reserve funds to sponsor the fees that some of the smaller clubs in country areas have to pay their affiliate and thereby also sponsor the development of swimming in those areas. (Ch.2-par.9.8)
- 3.8. Likewise, Masters Regions and clubs should have a buddy system where members that have difficulty in paying fees are sponsored by other members or by the club.
- 3.9. When necessary use funds to pay gratuities to SAMS' administrators. Unlike SSA and the affiliates, SAMS' administrators are themselves swimmers and have to sacrifice their own swimming and leisure time to do administration work. Masters express their appreciation through providing the necessary funding. Some administrators are hard to find, especially those with IT experience and with the ability to handle SAMS' website and SAMS' software platforms (Team and Meet Manager).
- 3.10. Promote masters using all the social media platforms available (facebook, instagram, twitter, etc.) as well as maintaining an attractive website that prominently displays news and contact information.

4. Thank you.

- 4.1. A big thank you to WP masters for hosting SAMS over the past 3 years.
- 4.2. Also to Tshane masters for taking on the hosting of SAMS over the next three years. The task will be particularly challenging as four stalwart members have/will be retiring from administrative duties. Cecilia Stanford (records and colours), Owen van Renen (newsletters), John Petersen (Central database management and software platforms) and Ann Gray (Open Water Swimming).

FORMS

ON LINE ENTRY FORMS

1. When deploying on line entry procedures the LOC shall decide which forms contained in this appendix are relevant.
2. Care must be taken to ensure that the on line entry forms contain all relevant information as are contained in the hard copy forms.
3. When importing Google entry forms into Team Manager (TM) it must be ensured that SSA/SAMS rules for competitor names are observed (see Ch.6-par.10). The final TM base used for Nationals must comprise only fully registered SSA and SAMS competitors (not social members) and bona-fida international swimmers.

Welcome to Pretoria 2018



34th SOUTH AFRICAN MASTERS SWIMMING CHAMPIONSHIPS
HILLCREST SWIMMING POOL DUXBURY RD HILLCREST
14th - 17th MARCH 2018 (OPEN WATER SWIM: 18th MARCH 2018)

REGISTRATION FORM

Surname: _____ First names: _____

Gender (mark with an x) Female: _____ Male: _____

Postal Address: _____

Date of Birth: Day: _____ Month: _____ Year: _____ Age on 31/12/2018: _____

Tel: _____ Cell: _____ Email: _____

ID Number: _____

Club Name: _____ Region: _____

Emergency Contact: Name: _____ Medical Aid: _____

Contact number: _____ Med. Aid: No: _____

Number of S.A. Championships previously attended (2018 excluded)

ITEMS	No.	Cost each	Total
Opening Ceremony (indicate number of attendees for catering)		Sponsored	Sponsored
No. of events (max 6) excludes relays @ R25 per event		R25	
Additional levy for non RSA swimmers		R120	
Happy Hour @ R95 per ticket		R95	
Dinner/Dance @ R225 per ticket		R225	
Open water swim: 1 or 3km @ R150 (Can only swim one distance)		R150	
Raffle ticket @ R20/ticket (3 tickets for R50)			
COMPULSORY REGISTRATION FEE		R110	R110
TOTAL AMOUNT DUE (NB: Please include the R110 compulsory fee above)		R	

Please advise if Vegetarian. Tick box if "Yes"

☐

- All RSA Swimmers must be registered with their respective aquatics bodies and with SAMS.
 - Kindly complete all sections of this form. Print clearly. NB Make a copy for your records.
 - Return your entry with fees (payable to your Club) to your **Club/Club President** by **Friday 19th Jan. 2018**.
 - Closing date for entries received from clubs is **Friday 26th Jan. 2018**.
 - You may enter a **maximum of 6 events** excluding relays.
 - Please circle the individual events you wish to enter and submit a recent or reasonable time for each event. **Ignore relays.**
- ENTRIES WITHOUT TIMES WILL BE INVALID.**
- No refunds if competitor withdraws
 - Late entries will not be accepted.**
 - Events may be scratched but not replaced.
 - Please take note of the indemnity directives on the entry forms for Pool and Open Water.

SIGNATURE: _____ DATE: _____

SIGNATURE OF CLUB PRESIDENT: _____

Welcome to Pretoria 2018

EVENTS: SAMS 34TH NATIONAL SWIMMING CHAMPIONSHIPS 2018



Pretoria 2018
34th National Masters
Swimming Championships

Name of swimmer: _____ Club: _____

NB: MIXED EVENTS ON WEDNESDAY; WOMEN START FIRST THURSDAY & SATURDAY; MEN START FIRST FRIDAY

WOMEN		MEN	
ENTRY TIME	EVENT	ENTRY TIME	
TECHNICAL MEETING AT POOL AT 08H45			
SESSION 1- WED 14 MARCH AT 09H00			
1	:	800m Mixed Freestyle	1
2	NA	4x50m Mixed Medley Relay	2
OPENING CEREMONY 18H00			
SESSION 2-THURSDAY 15 MARCH AT 08H00			
3	:	100m Backstroke	4
5	:	200m Butterfly	6
7	NA	4x100m Medley Relay	8
TEAM PHOTOS 12H00			
SESSION 3- THURSDAY 15 MARCH AT 14H00			
9	:	50m Breaststroke	10
11	:	100m Freestyle	12
13	:	200m Individual Medley	14
15	NA	4x50m Mixed Freestyle Relay	15
SESSION 4- FRIDAY 16 MARCH AT 08H00			
17	:	50m Freestyle	16
19	:	200m Breaststroke	18
21	:	100m Butterfly	20
SAMS AGM			
SESSION 5- FRIDAY 16 MARCH AT 14H00			
23	:	200m Backstroke	22
25	:	400m Freestyle	24
27	NA	4x50m Medley Relay	26
HAPPY HOUR AT HIGH PERFORMANCE CENTRE 18H30			
SESSION 6- SATURDAY 17 MARCH AT 08H00			
28	:	50m Butterfly	29
30	:	200m Freestyle	31
32	:	100m Breaststroke	33
34	:	50m Backstroke	35
BREAK 15 MINUTES			
36	:	400m Individual Medley	37
38	NA	4x50m Freestyle Relay	39
DASH FOR CASH BY INVITATION			
40	By invitation	Dash for Cash 50 years and over	41
42	By invitation	Dash for Cash 49 years and under	43
AWARDS DINNER DANCE 19H00			

FOR OPEN WATER PLEASE COMPLETE THE SEPARATE ENTRY FORM.

By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against Tshwane Masters Swimming and South African Masters Swimming, their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity

SIGNATURE: _____ DATE: _____

SIGNATURE OF CLUB PRESIDENT: _____

Welcome to Pretoria 2018



34th SOUTH AFRICAN MASTERS SWIMMING CHAMPIONSHIPS

ENTRY FORM FOR THE OPEN WATER SWIM – 18th MARCH 2018
(AT THE CR SWART/RYNFIELD DAM IN BENONI)

Surname: _____ Name: _____

Gender (indicate with an X): Male: _____ Female: _____

Postal Address: _____

Date of Birth: Day: _____ Month: _____ Year: _____ Age on 31/12/18 _____

Contact Details:

Tel: _____ Cell: _____ E-mail: _____

ID Number: _____

Club Name: _____ Region: _____

Emergency Contact number: _____

Please indicate with an X which event you will be entering

Events and Categories – Registration 8:00			X
Event 1	1Km	Mixed - Start time – 9:00	
Event 2	3Km	Mixed - Start time – 10:00	

Events 1 & 2 will be swum 1 hour apart - Swimmers entering the 1km event will be required to leave the water on completion of the 1km swim.

Swimmers entering for the 3km will only receive the time for the 3km event i.e. they may not receive a time for the 1km event as well.

Medals will be awarded for 1st, 2nd & 3rd places in all Masters age groups in both events. Competitors must be present to receive their medals.

- 1 All SA swimmers must be registered with their applicable aquatics body and with SAMS in order to enter.
- 2 Kindly complete all sections of this form. Print clearly. NB – Make a copy for your records!
- 3 Return your **entry form to YOUR CLUB- together with your Pool entry form by 19/01/2018**. (Your **R150** entry fee for the open water must be included as part of your total fees as provided for on the Nationals Registration form).
- 4 No refunds if competitor withdraws.

Indemnity: By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against the Tshwane Masters Swimming Association and South African Masters Swimming, their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity.

SIGNATURE: _____ **DATE:** _____

SIGNATURE OF CLUB PRESIDENT: _____

Welcome to Pretoria 2018



34th SOUTH AFRICAN MASTERS SWIMMING CHAMPIONSHIPS
HILLCREST SWIMMING POOL DUXBURY RD HILLCREST
14th - 17th MARCH 2018 (OPEN WATER SWIM: 18th MARCH 2018)

Relay Entry Information

1. Competitors shall be allowed to swim in only one (1) Freestyle Relay, two (2) Medley Relays (4x100 and 4x50), one (1) Mixed Freestyle Relay and one (1) Mixed Medley Relay.
2. No swimmer will be allowed to swim for another club in a relay event.
3. On the relay entry form, Club Chairpersons must list the name of the registered swim club and the full name and age of each relay member, in which age group the relay team will participate and the order of swimmers in the relay team.

NB: The order of the swimmers may NOT BE CHANGED during the relay swim.

The order for Medley relays shall be: Back, Breast, Fly and Free.

4. Points scored for the relays are as follows: 20, 18, 16, 14, 12, 10, 8, 6, 4, 2,
5. Entry Fee for relays in 2018 = **R50.00 per team.**
6. In the event of a club needing to change a swimmer in a relay team, a Club representative will be given the opportunity to make alterations and inform the Organising Committee before the cut off times stated each day for each event.
No changes will be allowed after this time. Changes must not alter the age category of the relay team. If a club does not have the four swimmers, listed for a particular event, they will have to forfeit the race. If a club swims with an incorrect team, that team will be disqualified.
7. Age Groups are: **76+** (76 -99), **100+** (100 – 119), **120+** (120 – 159), **160+** (160 – 199),
200+ (200 – 239), **240+** (240 -279), **280+** (280 – 319), **320+** (320 – 359)
8. Completed Relay forms with names and ages per team to reach Pretoria by 5th February, 2018.

Email: fyfe@lantic.net Contact person: Derek Fyfe Cell: 072 638 5855 or

Joyce Fyfe 084 745 1560

Relay Change Form

All relay changes must please be handed in at the computer room as per times listed below.

Event 2: Mixed 4 x 50 Medley Relay: Wednesday 14 March by 12h00.

Events 7 & 8: Women and Men 4 x 100 Medley Relay: Thursday 15 March by 08h30.

Event 15: Mixed 4x50 Freestyle Relay: Thursday 15 March by 12h00

Event 26 & 27: Men and Women 4 x 50 Medley Relay: Friday 16 March by 12h00.

Event 38 & 39: Women and Men 4 x 50 Freestyle Relay: Saturday 17 March by 08h30

Please remind swimmers that they **MUST swim** in the order as listed on the entry form.

NB: Please insert **Club Name, Event No., Age Group, Names, Ages** and **Total Age** for **Original** and **Revised** teams. Remember that the replacement swimmer **must not alter the original age group category.**

In the event of a relay being scratched please write "SCRATCHED" across the block after entering data.

CLUB NAME:	
Original Team	Revised Team
Event No:	
Age Group:	
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No: Age Group:	
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No: Age Group:	
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No: Age Group:	
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No: Age Group:	
1	1
2	2
3	3
4	4
Total Age:	Total Age:

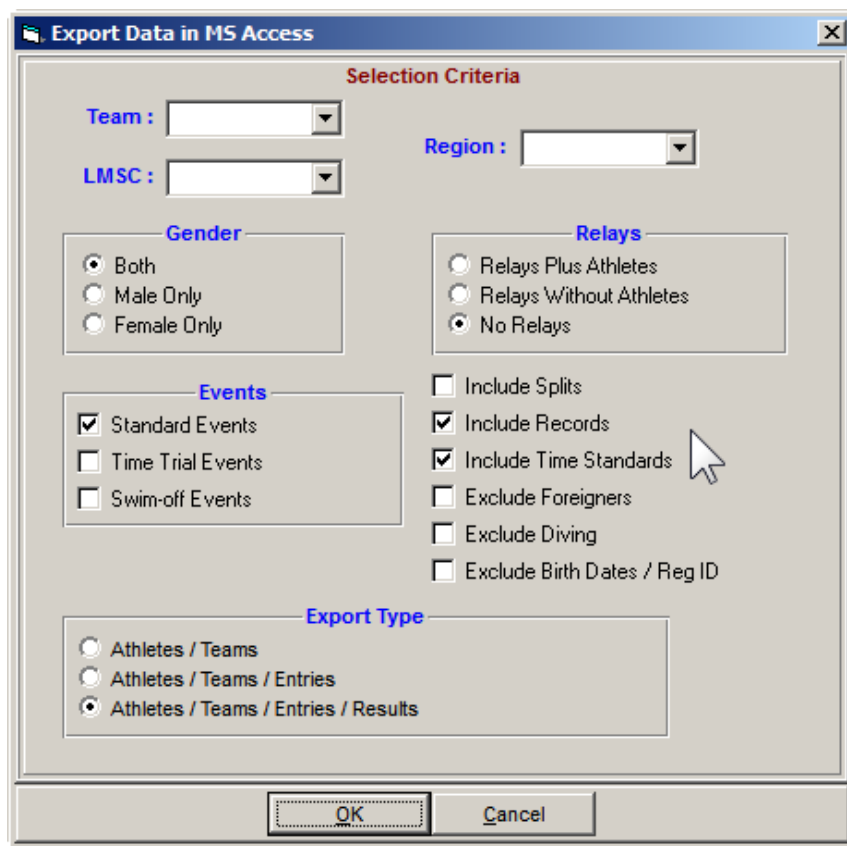
CLUB NAME:	
Original Team	Revised Team
Event No:	Age Group:
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No:	Age Group:
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No:	Age Group:
1	1
2	2
3	3
4	4
Total Age:	Total Age:
CLUB NAME:	
Original Team	Revised Team
Event No:	Age Group:
1	1
2	2
3	3
4	4
Total Age:	Total Age:

Procedure for calculating award winners after the SAMS LC Championships. (By John Petersen)

1. Copy (**DO NOT MOVE**) c:\swmeets3\<previous year directory>\After gala\<previous year database name> to c:\swmeets3\AFTER NATIONALS\
2. Rename it Previous.mdb
3. Once the gala has been completed and a backup of the MM database has been performed by the organizers, copy this backup file from the organizers PC to a memory stick (thumb drive) then copy the backup file to your PC.
4. Start Meet Manager and restore from this backup file. Note the name and location of the database (.mdb) file now being used by MM (displayed in the top title bar) and then close MM.
5. Copy (**DO NOT MOVE**) this database file as c:\swmeets3\<current year directory>\After gala\<current year database name>
6. Copy (**DO NOT MOVE**) c:\swmeets3\<current year directory>\After gala\<current year database name> to c:\swmeets3\AFTER NATIONALS\
7. Rename it Current.mdb Open c:\swmeets3\AFTER NATIONALS\Previous.mdb with MM
8. In MM: File – Export – Generic Data in MS Access



9. Make selections as below



Export Data in MS Access

Selection Criteria

Team :

Region :

LMSC :

Gender

☒ Both
☐ Male Only
☐ Female Only

Relays

☐ Relays Plus Athletes
☐ Relays Without Athletes
☒ No Relays

Events

☒ Standard Events
☐ Time Trial Events
☐ Swim-off Events

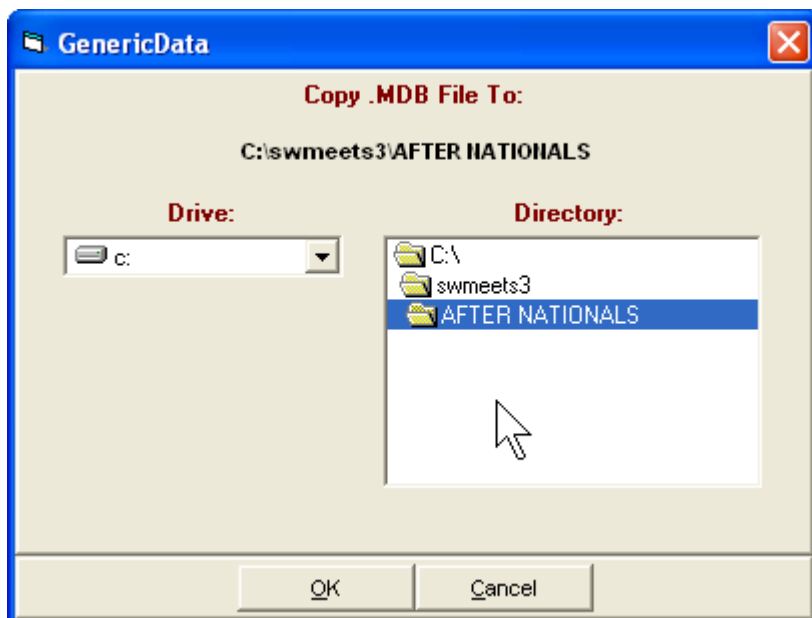
☐ Include Splits
☒ Include Records
☒ Include Time Standards
☐ Exclude Foreigners
☐ Exclude Diving
☐ Exclude Birth Dates / Reg ID

Export Type

☐ Athletes / Teams
☐ Athletes / Teams / Entries
☒ Athletes / Teams / Entries / Results

OK Cancel

As below copy (save) it to c:\swmeets3\AFTER NATIONALS\



GenericData

Copy .MDB File To:

C:\swmeets3\AFTER NATIONALS

Drive:

Directory:

C:\
 swmeets3
 AFTER NATIONALS

OK Cancel

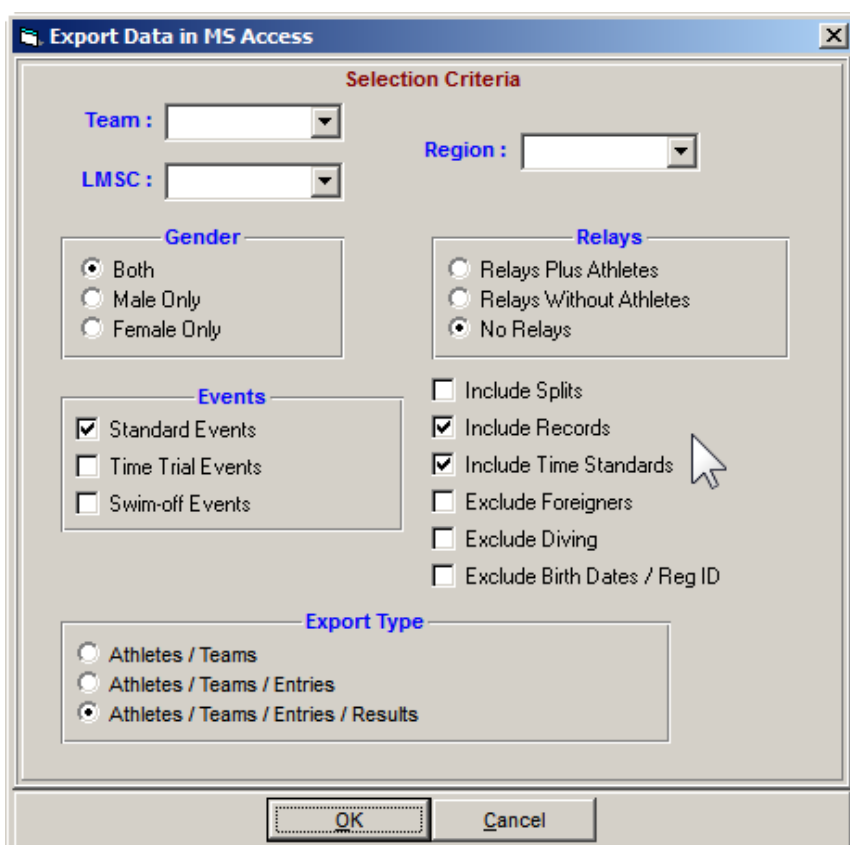
You should see a window such as the following



10. Rename the above file in c:\swmeets3\AFTER NATIONALS\ as Previous Generic.mdb
11. Open c:\swmeets3\AFTER NATIONALS\Current.mdb with MM
12. As in step 9 above perform the following:
In MM: File – Export – Generic Data in MS Access



Make selections as below



Export Data in MS Access

Selection Criteria

Team :

Region :

LMSC :

Gender

☒ Both
☐ Male Only
☐ Female Only

Relays

☐ Relays Plus Athletes
☐ Relays Without Athletes
☒ No Relays

Events

☒ Standard Events
☐ Time Trial Events
☐ Swim-off Events

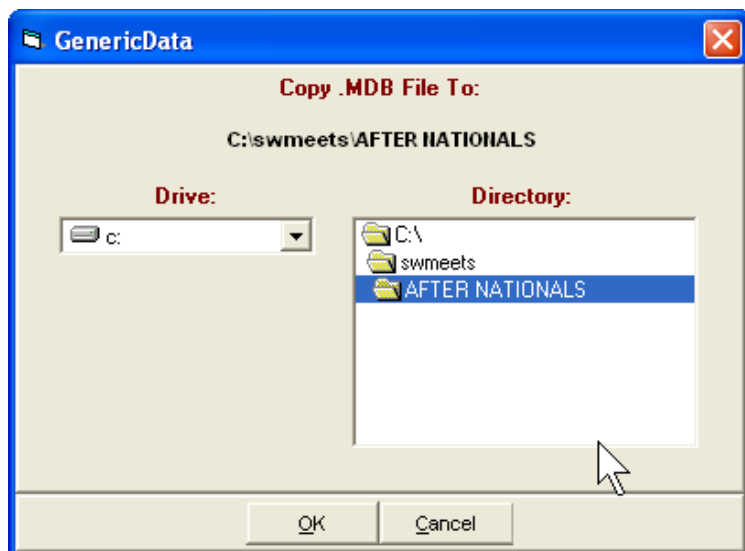
☐ Include Splits
☒ Include Records
☒ Include Time Standards
☐ Exclude Foreigners
☐ Exclude Diving
☐ Exclude Birth Dates / Reg ID

Export Type

☐ Athletes / Teams
☐ Athletes / Teams / Entries
☒ Athletes / Teams / Entries / Results

OK Cancel

As below copy (save) it to c:\swmeets3\AFTER NATIONALS\



GenericData

Copy .MDB File To:

C:\swmeets\AFTER NATIONALS

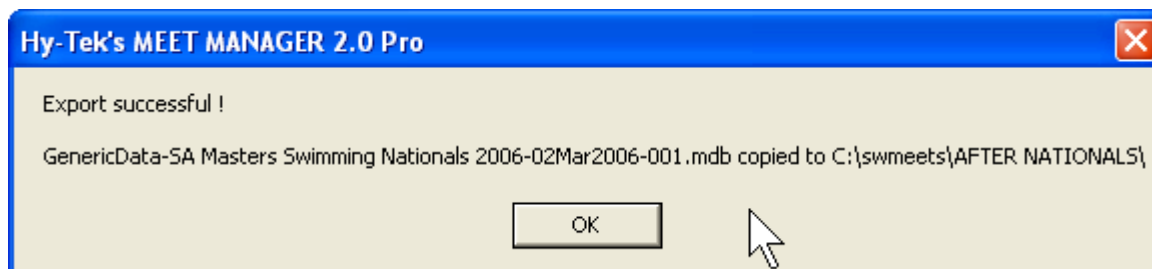
Drive:

Directory:

C:\
 swmeets
 AFTER NATIONALS

OK Cancel

You should see a window such as the following



13. Rename the above file in c:\swmeets3\AFTER NATIONALS\ as Current Generic.mdb. Calculate the award winners as below:

- 13.1. The database to be used by Meet Manager for reports is the 'Current.mdb' as described in paragraph 5 and can be found in the c:\swmeets3\AFTER NATIONALS\ directory.
The database to be used by Microsoft Access for the queries is the 'Awards calculation.mdb' that can also be found in the C:\swmeets3\AFTER NATIONALS\ directory.

13.2. South African Masters Swimming Club Trophy

Awarded to the SAMS Club scoring the most points at the SAMS Long Course Championships.

- 13.2.1. Use Meet Manager to print the Scores report using the 'Normal' grouping.

13.3. South African Masters Swimming Club Handicap Trophy

Awarded to the SAMS Club scoring the most points per entered swimmer at the SAMS Long Course Championships. Individual and relay points count. Clubs with less than 8 entered swimmers have their total points divided by 8.

- 13.3.1. Use Meet Manager to print the Scores report using the 'Normal' grouping.
- 13.3.2. Use Meet Manager to print the Teams report using the 'Athlete / Entry Count' format.
- 13.3.3. Divide scores by athlete count using a minimum athlete count of 8.

13.4. Dr Heyman Belfort Memorial Shield

Awarded to the SAMS Region scoring the most points at the SAMS Long Course Championships.

- 13.4.1. Use Meet Manager to print the Scores report using the 'By Region' grouping.

13.5. Best Performance - Female (Donated by Allen Morrison)

Awarded to the Female Swimmer with the best time at the SAMS Long Course Championships, measured (%) against the world record.

- 13.5.1. Use Microsoft Access to open the "Awards calculation.mdb" database and run the "Q_Best_Performance_Female" query.
- 13.5.2. Print the first page of this query.

13.6. Best Performance - Male (Donated by Allen Morrison)

Awarded to the Male Swimmer with the best time at the SAMS Long Course Championships, measured (%) against the world record.

- 13.6.1. Use Microsoft Access to open the "Awards calculation.mdb" database and run the "Q_Best_Performance_Male" query.
- 13.6.2. Print the first page of this query.

13.7. **Victrix Ludorum (Donated by Errol Stern)**

Awarded to the Female Swimmer who scores the most individual points at the SAMS Long Course Championships. If there is a tie, then the trophy is awarded to the tied swimmer with the best time measured (%) against the world record.

13.7.1. Use Meet Manager to print Female Individual Scores and also use the Female Best Performance report from paragraph 14.5.2.

13.8. **Victor Ludorum (Donated by Errol Stern)**

Awarded to the Male Swimmer who scores the most individual points at the SAMS Long Course Championships. If there is a tie, then the trophy is awarded to the tied swimmer with the best time measured (%) against the world record.

13.9. Use Meet Manager to print Male Individual Scores and also use the Male Best Performance report from paragraph 14.6.2.

13.10. **Peter Pirow Cup (Donated by the Pirow family)**

Awarded to the Male or Female Swimmer with the best time in the 400m IM at the SAMS Long Course Championships, measured (%) against the world record.

13.10.1. Use Microsoft Access to open the "Awards calculation.mdb" database and run the "Q_Best_Performance_400IM" query.

13.10.2. Print the first page of this query.

13.11. **Barnetson Trophy - Most Improved Swimmer**

Awarded to the SAMS Swimmer who shows the greatest % improvement in time for any one event at the SAMS Long Course Championships. Times are measured against the swimmer's recorded time for that event at the SAMS Long Course Championships of the previous year.

13.11.1. Use Microsoft Access to open the "Awards calculation.mdb" database and run the "Q_Improvement" query.

13.11.2. Print the first page of this query.

13.12. **Colin Cable Award (Donated by Western Province Masters Swimming and Lynda Gower)**

Awarded to the SAMS Male or Female Swimmer at the SAMS Long Course Championships, who is 60 (Masters) years or over, swam 6 events, and scored the most points, with the events being scored on a scale of endurance.

13.12.1. Use Microsoft Access to open the "Awards calculation.mdb" database and run the "Q_Colin_Cable_Award" query.

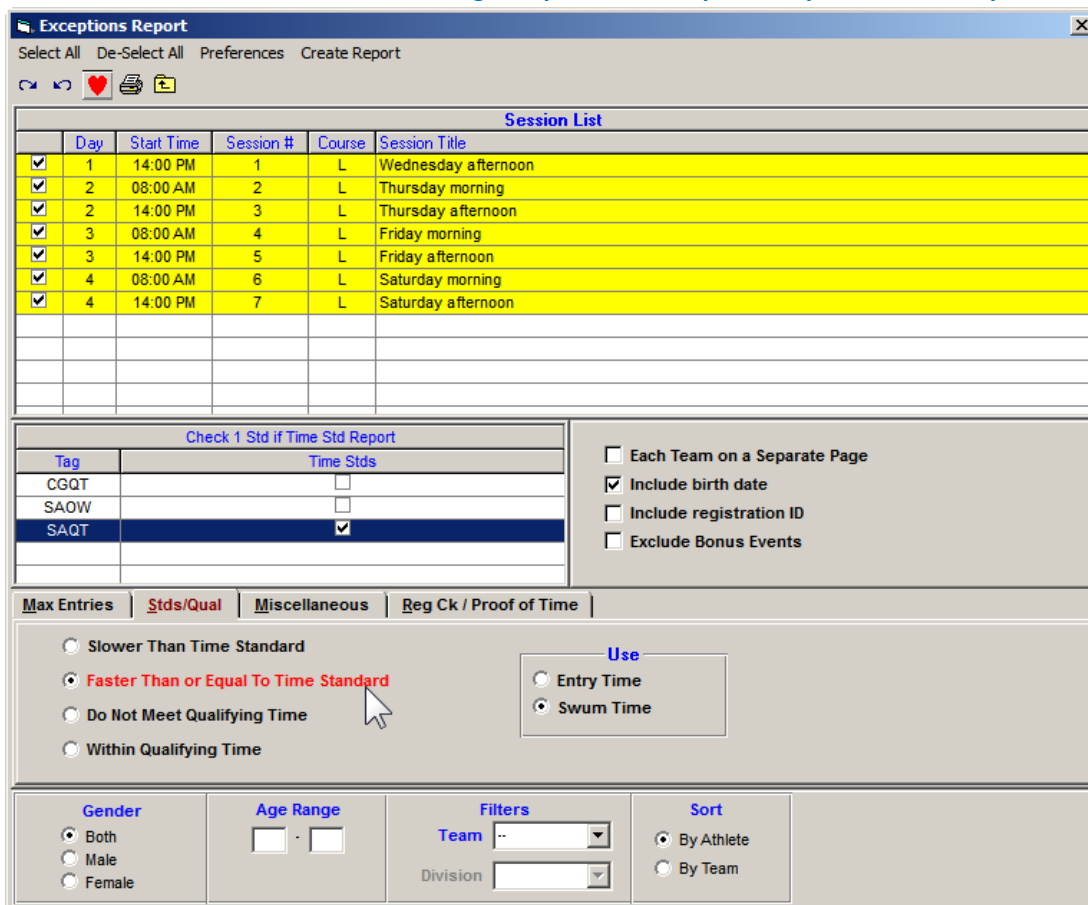
13.12.2. Print the first page of this query.

13.13. **Lillian Parrington Trophy (Donated by Heather Campbell and John Keyter)**

Awarded to the Oldest Swimmer at the SAMS Long Course Championships.

13.13.1. Use Meet Manager to print the 'Athlete Rosters' report sorted by 'Age' and 'By Athlete'.

- 13.13.2. **SAMS Colours Awards** Use Meet Manager to print the 'Exceptions Report' and set it up as such:



The screenshot shows the 'Exceptions Report' window with the following details:

- Session List Table:**

	Day	Start Time	Session #	Course	Session Title
☒	1	14:00 PM	1	L	Wednesday afternoon
☒	2	08:00 AM	2	L	Thursday morning
☒	2	14:00 PM	3	L	Thursday afternoon
☒	3	08:00 AM	4	L	Friday morning
☒	3	14:00 PM	5	L	Friday afternoon
☒	4	08:00 AM	6	L	Saturday morning
☒	4	14:00 PM	7	L	Saturday afternoon
- Check 1 Std if Time Std Report:**

Tag	Time Stds
CGQT	☐
SAOW	☐
SAQT	☒
- Options:**
 - ☐ Each Team on a Separate Page
 - ☒ Include birth date
 - ☐ Include registration ID
 - ☐ Exclude Bonus Events
- Max Entries / Stds/Qual / Miscellaneous / Reg Ck / Proof of Time:**
 - ☐ Slower Than Time Standard
 - ☒ **Faster Than or Equal To Time Standard**
 - ☐ Do Not Meet Qualifying Time
 - ☐ Within Qualifying Time
- Use:**
 - ☐ Entry Time
 - ☒ Swum Time
- Gender:**
 - ☒ Both
 - ☐ Male
 - ☐ Female
- Age Range:** [] - []
- Filters:**
 - Team: []
 - Division: []
- Sort:**
 - ☒ By Athlete
 - ☐ By Team

- 13.13.3. Add these qualifiers to the season qualifiers and note those who have not competed in 3 LC Nationals.

- 13.13.4. Check the history report for swimmers who have now qualified by competing in 3 LC Nationals.

- 13.14. **Spirit Bowl (Donated by Louise Pallet and the late Jill Fahrenheim)**

Awarded to the SAMS Club best promoting the spirit of Masters Swimming at the SAMS Long Course Championships.

- 13.14.1. The SAMS committee and/or the Organizing committee decide on the winner of this award.

- 13.15. **Joe Hillstrom Trophy (Donated by Joe Hillstrom)**

Awarded to the SAMS Club that has the most swimmers competing in their first SAMS Long Course Championships.

- 13.15.1. SAMS gets the number of 'new' swimmers from each Club President and calculates the winner.

- 13.16. **Charles Buck Memorial Award (Donated by Western Province Masters Swimming)**

Awarded to the SAMS Person who best epitomizes the true spirit of Masters Swimming.

- 13.16.1. The SAMS committee decide who the recipient of this award will be after considering proposals from the clubs.

- 13.17. **20 Years of Nationals Participation Award**

Awarded upon achieving 20 years of participation - swimming or officiating - at the SAMS Long Course Championships.

- 13.17.1. SAMS/Organizers get this from the entry forms.

13.18. **10 Years of Nationals Participation Award**

Awarded upon achieving 10 years of participation - swimming or officiating - at the SAMS Long Course Championships.

13.18.1. **SAMS/Organizers get this from the entry forms.**

World record breaking 4x200 relay team (14th February 2013, Newlands pool, Cape Town). From left: Marcelle, Di, Cecilia and Jean.

SAMS WINTER CHALLENGE

COVERING LETTER

The SAMS Winter Challenge 20xx has 2 categories:

- 1 Hour Individual Challenge or WFC Mile Challenge
- 1 Hour Relay Challenge (for teams of 4)

1 Hour Individual Challenge: Entry Fee: R per Swimmer

In this challenge, a swimmer swims as far as he/she can in one (1) hour in a standard pool (25m or 50m) during the month of August 20XX.

OR

WFC Mile Challenge: Entry Fee : R.....per swimmer

The challenge is to swim the 4 different strokes as well as an IM. The objective is not to swim the same stroke twice. It is up to the swimmer to decide which stroke to swim for the indicated distances. The challenge needs to be done consecutively but does not matter how long it takes. However rest should only be taken between distances but the amount of rest time is up to each individual. The statistic for this event would be to see how many swimmers did level 1, or 2 or 3 (see form 3 in paragraph 1.10 below)

1 Hour Relay Challenge: Entry Fee: R..... per team

In this challenge, teams of 4 swimmers will relieve one another and see how far they can go in one (1) hour in a standard pool (25m or 50m).

Normal relay rules apply

General Rules:

- The 2 challenges may be held on 2 separate days: this could mean that a person could swim in the 1 hour Fitness Challenge/Mile Challenge and then form part of a relay team on another day.
- The 2 Challenges may be held on one day, but then refer to the next rule. A Super fit (or super crazy?) may still swim in both.
- The Relay Challenge may not be used as part of the Individual Challenge.

Optional - Sponsorship Form:

An individual may be sponsored e.g .50c per metre by their family, friends or employers. Separate form attached for this purpose. All proceeds will be donated to a charity chosen by the Regional committee.

All completed forms to be emailed to **nominated person's email address** or fax to Monies can be paid on the day or deposited into **Regions bank account - details**,

FORM 1: 1 HOUR INDIVIDUAL CHALLENGE – 20XX CHARITY SWIM

Name			Surname:	
D.O.B			Age:	
SAMS Member	No	Yes	Club:	
			Tel/Cell No	

SWIMMER'S DISTANCE TABLE:

50	100	150	200	250	300	350	400	450	500	550	600	650
700	750	800	850	900	950	1000	1050	1100	1150	1200	1250	1300
1350	1400	1450	1500	1550	1600	1650	1700	1750	1800	1850	1900	1950
2000	2050	2100	2150	2200	2250	2300	2350	2400	2450	2500	2550	2600
2650	2700	2750	2800	2850	2900	2950	3000	3050	3100	3150	3200	3250
3300	3350	3400	3450	3500	3550	3600	3650	3700	3750	3800	3850	3900
3950	4000	4050	4100	4150	4200	4250	4300	4350	4400	4450	4500	4550
4600	4650	4700	4750	4800	4850	4900	4950	5000				

Total metres		Counter signature	
Club Chairman Signature			

CONDITIONS:

- The WFC must be swum during the month of **August**.
- This is an INDIVIDUAL CHALLENGE and each entrant has a time limit of one hour to swim as much as he/she can (does not have to be continuous, he/she can stop and rest, but only has one hour, including stoppage time!).
- **ENTRY FEE:** Rxx.xx per swimmer. All entry fees and donations will be handed to a charity chosen by the Regional Committee. You may also be sponsored e.g. 50c per metre to be donated to the charity chosen. Form attached if needed.
- Each swimmer must have a counter, who must sign at the bottom of the entry form.
Visitors welcome!
- Any donations are welcome. Deposit: to Regional Acc: Bank xxxxxxxx:
Branch Code: xxxxx Account No: xxxxxxxx Ref/name: WFC

*By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against **NAME OF CLUB OR ASSOCIATION** and South African Masters Swimming, their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity.*

SWIMMER'S SIGNATURE **DATE**

FORM 2: 1 HOUR WINTER RELAY CHALLENGE CHARITY SWIM 20XX

Club Name: e.g. CTM (or Unattached)				
Team Name: e.g. CTM 160 A				
No	Name	Surname	Email Address	Cell No.
1				
2				
3				
4				

TEAM'S DISTANCE TABLE:

50	100	150	200	250	300	350	400	450	500	550	600	650
700	750	800	850	900	950	1000	1050	1100	1150	1200	1250	1300
1350	1400	1450	1500	1550	1600	1650	1700	1750	1800	1850	1900	1950
2000	2050	2100	2150	2200	2250	2300	2350	2400	2450	2500	2550	2600
2650	2700	2750	2800	2850	2900	2950	3000	3050	3100	3150	3200	3250
3300	3350	3400	3450	3500	3550	3600	3650	3700	3750	3800	3850	3900
3950	4000	4050	4100	4150	4200	4250	4300	4350	4400	4450	4500	4550
4600	4650	4700	4750	4800	4850	4900	4950	5000	5050	5100	5150	5200
5250	5300	5350	5400	5450	5500	5550	5600	5650	5700	5750	5800	5850
5900	5950	6000	6050	6100	6150	6200	6250	6300	6350	6400	6450	6500
Total metres						Counter signature						
Club Chairperson Signature												

CONDITIONS:

- The WRC must be swum during the month of August.
- Relay teams have a time limit of one hour to swim as far as they can (does not have to be continuous, they can stop and rest, but only have one hour, including stoppage time).
- Normal relay rules apply –, take over may only happen once the wall has been touched by the swimmer in the water, etc.
- ENTRY FEE: R.....per team
- Each Team must have a counter, who must sign at the bottom of the entry form.
- Note: The Relay challenge may not form part of the Individual Challenge
- All entry fees will be donated to a charity chosen by the committee. Entry fees to be paid into **Region bank account details -put ref/name/WRC**

*By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against **NAME OF CLUB OR ASSOCIATION** and South African Masters Swimming,*

their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity.

SWIMMER'S SIGNATURE: DATE:

SWIMMER'S SIGNATURE: DATE:

SWIMMER'S SIGNATURE: DATE:

SWIMMER'S SIGNATURE: DATE:

FORM 3: WFC MILE CHALLENGE 20XX CHARITY SWIM

Name			Surname:	
D.O.B			Age:	
SAMS Member	No	Yes	Club:	
			Tel/Cell No	

:

Events table

Level 1	Level 2	Level 3
800m Free	800m Free	800m Free
400m IM	400m back/breast/fly	400m back/breast/fly
200m back/breast/fly	200m IM	200m back/breast/fly
100m back/breast/fly	100m back/breast/fly	100m IM
50m back/breast/fly	50m back/breast/fly	50m back/breast/fly
50m easy any stroke	50m easy any stroke	50m easy any stroke

The challenge is to swim the 4 different strokes as well as an IM. The objective is not to swim the same stroke twice. It is up to the swimmer to decide which stroke to swim for the indicated distances. The challenge needs to be done consecutively but does not matter how long it takes. However, rest should only be taken between distances but the amount of rest time is up to each individual. The statistic for this event would be to see how many swimmers did level 1, or 2 or 3.

Total metres		Counter signature	
Club Chairman Signature		Level completed	

CONDITIONS:

- The WFC must be swum during the month of **August**.
- This is an INDIVIDUAL CHALLENGE – there is **no** time limit for the Mile Challenge (does not have to be continuous, he/she can stop).
- **ENTRY FE RXX** per swimmer. All entry fees and donations will be handed to a charity chosen by the Tshwane Masters Committee. (Optional) you may be sponsored e.g. 50c per metre to be donated to the charity chosen. Form attached if needed.

- Each swimmer must have a counter, who must sign at the bottom of the entry form.
- Visitors are welcome
- Entry fees to be deposited into **Regional Account**.

*By entering, I agree that I participate at my own risk, waive any claim arising from or connected with any injury or loss that I may sustain while, or as a result of, participating in any Masters Swimming or related activity whether caused by negligence or otherwise against **NAME OF CLUB OR ASSOCIATION** and South African Masters Swimming, their officers, members, employees, agents and assistants and indemnify them in respect of any claim against them arising from my participation in Masters Swimming or related activity.*

SWIMMER'S SIGNATURE **DATE**

PAID SECRETARIATE (see Chapter 10)

Justification to employ a paid Secretarial Service under the direction of South African Masters Swimming. (SAMS)

Overview:

South African Masters Swimming (SAMS) Management Committee has for many years operated on a voluntary basis for its office bearers, the secretarial function being one of them. There are two considerations here, the first being that SAMS is a voluntary organization and has been run purely by volunteers for Masters swimmers. The second and opposing consideration is the growing awareness that in order to provide a better service level and grow Masters, more time needs to be spent on communicating with members in the form of more newsletters and improved contact with member's amongst others.

Most regions appear to struggle for persons/ swimmers to stand on this committee and this is due to a number of reasons, which will not be detailed here. KZN has proposed this motion to try, in some way, to alleviate this particular problem, and every region in the future will benefit from this decision.

KZN wants to give full justice to the administering of SAMS but does not have experienced members willing to assist with the duties involved.

Numbers are dwindling and this proposal aims, to not only assist, in sustaining the ongoing survival of Masters Swimming in SA, but to greatly improve the general administration of the association, so that new members are encouraged to join.

Sport has become a professional business worldwide and image is important.

This being so, a proposal was put to the SAMS committee at Nationals to employ a paid secretary in order to enhance the service of the SAMS committee to its members.

Aims:

The aim of this document is to justify the proposal of employing a paid secretary for South African Masters Swimming (SAMS).

Objectives:

The main objectives regarding the proposal are:

- What hours will the job demand?
- Remuneration methods
- Terms of Employment
- Secretarial Duties.
- Means by which additional cost will be recovered.
- Location.
- Most likely candidate.
- Benefits to Regions/ Swimmers

What hours will the job demand?

Trying to estimate this time without personal experience is difficult as many of the tasks to be allocated to the Secretary have in the past been the responsibility of more than one/ few persons. The tasks allocated are fairly wide spread and hours will depend on who does the job and how knowledgeable they are with the Team/Meet manager etc. Willingness and ability are two critical factors to consider in the job incumbent.

Remuneration Methods:

Three choices face us here.

- Firstly, an agreed fixed monthly fee equating to an agreed annual time period.
- Secondly, remunerate on an hourly basis with the incumbent submitting time sheets based on work completed. This will require a level of trust from both sides but we will probably settle on accepting the secretary's word as factual.
- Thirdly, a solution mix of both. Start off on an hourly agreement until more is known regarding time demand and then settle with a gratuity payment on a monthly basis throughout the year.

Terms of Employment:

A contract to be drawn up in conjunction with Labour Laws and SARS requirements so that parties would be covered on both sides.

The person must be computer literate and an understanding of both Meet/Team Manager would be an added advantage at this late stage.

Secretarial Duties:

These duties can be broken down into three categories:-

- a) Secretarial and General
- b) Registrations
- c) Newsletters

Secretarial and General: -

- Correspondence related to SAMS which would include associations such as SSA, FINA Masters, other national masters swimming associations, SAMSA, as well as all the regions affiliated to SAMS in SA. This would include a variety of issues e.g. World Champs, letters of registration, Gala Schedules, Programs, Winter Challenge, SA short and long course Champs, posting of information, results etc to the Web Master and Records Clerk as well as notifications of meetings and the sending out of minutes etc.
- Assistance to other SAMS Committee members in the execution of their specific duties such as the organization of the SAMS Winter Challenge, including preparation of forms, calculation of results, purchase and distribution of "Surprise Gift", the orchestration of the Short Course Champs and preparation and distribution of the SC Certificates; and or amendments to the Constitution as deemed necessary on acceptance.
- Organisation of all SAMS meetings, including venues as well as refreshments. To attend these meetings, take minutes at the meetings and ensure timely distribution thereof.
- Revision and updating of the SAMS Integrated Handbook (first published in April 2007 by Tshwane) and to provide updates to regions and clubs.
- Work closely with the region organising Nationals, to ensure that all processes are on track, and to establish the recipients of the 10/20 awards. To organise the purchasing of these awards, proper packaging/ wrapping etc for presentation at Champs. To liaise with the organising region as to when and how the award ceremony would take place.
- Ensure to the collection of all trophies, properly engraved for Nationals Assist in the presentation of the trophies and other awards at Nationals. Maintain and update the records of Trophy recipients.
- Make all necessary arrangements for the acquisition of SAMS 10/20 year and colours awards as decided by SAMS.
- Maintain an inventory and register of holders of SAMS' equipment such as PC Notebook, software, and printer as well as banners and flags, trophies etc.
- Filing and maintaining traceable records for the incoming committee every two years.
- Any other duties that the Committee may deem necessary from time to time.
- All telephonic communication on a daily basis as is required.

Registrations

- Establish a relationship with SSA to obtain information on their fees for an applicable season and the format in which data from SAMS it is to be received.
- Compile and distribute all forms required for registrations.
- Maintain a flow chart, which illustrates the registration process.
- Maintain a SAMS' organization chart showing regions, clubs and membership. This to be included in newsletters.
- Acquire and manage in conjunction with John Petersen all necessary software and software upgrades for both team and Meet manager, not only for SAMS but also to include the regions.
- Assisted by John Petersen, to be the custodian of SAMS' National Team Manager database. Update and maintain the various fields in accordance with SAMS' and SSA's requirements.
- Liaise with regions, SAMS' Treasurer and SSA during the whole registration process and period, as is outlined in the SAMS' Integrated Handbook, Chapter 5, to ensure Registrations run smoothly and that there is always correlation of funds deposited with registered swimmers.

- Work with regions towards achieving a paperless registration system i.e. to use the team manager programs that have been provided for all regions.
- This work involves big numbers, anything between 600 and 700 members countrywide.

Newsletters:

- Preparation and distribution of no less than four newsletters per annum.
- Preparation would include relevant information obtained from the regions and /or clubs for Masters swimmers both in SA and world wide, but can be general information from the world of swimming. Other information would be taken from both SAMS and regional meetings providing all swimmers with current updates etc. It would also include research of various sporting magazines, and relevant swimming websites to retrieve motivational and other subject matter of interest to the swimmers.
- The inclusion of photographs, gala results, record breakers, snippets and fun activities is always a highlight in the newsletter.
- On completion, the newsletter needs to be forwarded to the SAMS committee for approval before distribution.
- Distribution to be done electronically via the regions and clubs for members on email, and through the post only for those members not on email.

Means by which cost of employing a Secretary will be recovered:

- The cost of providing this service to SAMS is estimated at R30000 for the full year.
- There are currently 656 members as per John Petersen's recent count. Based on the assumption that this figure will remain static for the next year, we will need to increase fees by an additional R50 per person this season. Not a huge amount to ask for an increase in service levels.
- Broken down this extra R50.00 works out at 0.136cents per day! Not even 1cent a day for the privilege.
- The only implication to swimmers would be a R50.00 extra cost per season for reliable, continual services rendered.

Benefits to Regions, Clubs and Swimmers:

- There would be continuity of SAMS from region to region as the Secretary could remain in the position, no matter which region was hosting the SAMS committee.
- The handover of SAMS from one region to another would be smooth and without problems, as experienced in the past, because the same person could continue in the position.
- Regions will no doubt be far more willing to accept the responsibility of SAMS committee for the two years know that there is this continuity.
- There will be more time for other committee members to perform their own duties and they would not have to carry the secretarial duties, as has happened in the past.
- Members would have a reliable service and all functions listed would be covered in the expected time.
- Correspondence would be handled immediately and clubs / regions will be 'in the know' all the time, as it will be easy to give regions feedback from meetings etc.
- This would also save many wasted hours of meaningless correspondence, phone calls etc between regions and SAMS.
- This position will enable all regions, clubs or individuals free communication with SAMS in the knowledge that, what ever the query etc it will be handled immediately.
- Data would be kept up to date on a regular basis.
- Information will reach the Webmaster and records clerk timeously so that they too, will be on top of their duties.
- This position would become the Masters Swimmers 'support system' throughout SA and all areas would benefit from this.

Location:

- The person concerned could be based anywhere in South Africa but initially in Durban as SAMS is now being run in KZN. One point needs to be clarified here and this is the fact that this person could remain in the job no matter which region was organising SAMS.
- This would provide for continuity throughout SA and would do away with the different regions taking over blindly when their turn came about.

- There are also some regions that do not have the membership to handle this committee and so this would therefore provide a huge support system for those regions and each region in SA could then take their turn of running SAMS.
- If this happened each region would only have to do a period of two years every approximate 12 years.
- The fact that, so much excellent work was put in by Tshwane during 2005/6 and then when Gauteng took over for 2007/8 it was as if SAMS was not functioning, as there were insufficient members to take on the load.

Most likely Candidate:

- The person KZN has approached has had many years work in gala organisation at every level. She is well trained and extremely competent on both Meet /Team Manager. She has worked for KZN Swimming and she is well known to the KZN members, as well as some of the past SAMS committee members. She has already worked with John Petersen and Terry Downs. She provided five star entries and results for Nationals in 2008. She is an approachable person with whom any one will be able to work and deal with. She herself is not a master swimmer but her husband joined last year. She has been approached by Tshwane to run the computer side of the 2010 Nationals in Pretoria and has already accepted that position.

Conclusion:

It must be categorically stated, that this proposal, put forward by KZN Masters Swimming Association, is done with no hidden agendas, or for any purposes of self- enrichment or empowerment what so ever.

This proposal is a sincere attempt for SA masters swimmers to come to terms with the fact, that if they want their main organising body to be competent and efficient in the administering of the duties required by them in the future, then we need to move on and find effective ways to enhance this, so that the image we present is professional, consistent, is permanent with long term goals in mind and conducive to the growth of Masters swimming in South Africa.

It is all very well to say that regions have managed to run this committee effectively, without any one in the above position, but if we look at life's pressures nowadays, people are finding they are unable to give of their services any more, (due to many reasons we all know) or because they have been on committees in the past and are no longer interested in assisting.

We cannot rest on what has gone in the past, we need to move on and do what is best for Masters Swimming in the future, so that we progress as a thriving, enthusiastic, well administered sports group that any member would be proud to belong to.

Let's keep the "Fun, Fellowship and Friendship" without allowing committee work, on any level to get us down, and we lose site of what we stand for!

May I leave you with a thought? Here's a quotation from Wayne. W. Dyer. "When you change the way you look at things, the things you look at change"

Roland Heuff
President SAMS
082 900 3183

SAMS AND SSA - A HISTORICAL REVIEW

1. Summary of the interaction between SAMS and SSA in attempting to resolve the status of SAMS within SSA.

- **May 2011.** In a meeting with SAMS, SSA states that the Department (Sport SA) requires that all disciplines be integrated. This implies that SAMS' status as an associate member is no longer feasible.
- **November 2011.** Marcelle makes a presentation to the SSA SGM promoting Masters and suggests that best way forward is for Masters to retain associate membership status.
- **16 November 2012.** At a meeting attended by Jace Naidoo, Daphne Bird, Craig Stanton, Halton Cheadle and Jace Naidoo a draft agreement is reached but which requires confirmation by the SSA Board. This draft retains SAMS' status as an associate member but with registration data and fees from Masters Clubs and Masters Regions routed to SSA via SAMS and then the affiliates.
- **13 February 2013.** At a meeting held in Cape Town attended by Marcelle, Halton, Briane Reynolds (representing SSA) and Bernie Manzoni (secretary – WPA) there is broad agreement on the above and the 4 individuals would prepare the final documents (viz. the MOU and associated registration guidelines) for approval by SSA.
- **15 March 2013.** Briane Reynolds on behalf of SSA in an email to Halton agrees to the MOU and associated Guidelines.
- **10 May 2013.** An email from Halton confirms that according to Briane Reynolds, the MOU and attachments has been agreed to by the SSA Exco and adopted by resolution of the SGM in Port Elizabeth. The MOU forms the basis of the relationship between SSA and SAMS and retains SAMS as an associate member.
- **15 August 2013.** EPA rejects Masters' registrations and appeals to SSA. SWDA follow suit.
- **24 August 2013,** SSA holds a workshop on Masters to which SAMS is not invited. As from 1st May 2014, the MOU is no longer applicable and Masters Clubs must register with the affiliates. Masters Committees within the affiliates and a National Masters Committee must be established.
- **12 September 2013.** SAMS provides SSA with the nominated officers (Anton, Craig, Derek, John, Terry) for the associate committee responsible for Masters in terms of cl. 12.8 of the SSA constitution and the MOU cl 4.
- **18 September 2013.** Meeting attended by Shaun Adriaanse, Anton, Craig, Derek and Martine Mwa Mwembie. SSA informs SAMS that SSA needs to align itself with three strategies; from FINA, government and SASCOC's long term model. SSA states that the MOU stands for current season (13/14). The affairs of SAMS must be managed by Technical Committees in line with FINA. Shaun promises R10 000 for Free State Nationals and medals.
- **14 October 2013.** SAMS writes to Shaun Adriaanse attaching two letters. The first dated 11 October relates to the EPA and SWDA as both disregard the MOU. The second is a letter dated 14 October expresses issues of concern, namely:- (a) In the August 2013 workshop on Masters, SSA regards the MOU as an interim arrangement. Further SSA unilaterally decides, without consulting SAM, as to how Masters would in future be dealt with; (b) a request that SAMS be involved in drafting the revised constitution as such impact Masters. The services of Halton are offered to SSA free of charge; (c) a request that SSA not hold any meetings/workshops involving Masters without involving SAMS. There is no response to this letter.
- **23 October 2013.** SSA ignores the above email/letters and issues a directive to the affiliates to the effect that Masters Registrations for the current season 13/14 season shall be according to the agreements reached in terms of the MOU but thereafter must comply with standard registration procedures.
- **28 October 2013.** SAMS expresses dismay at SSA actions against Masters and SSA's disregard of the MOU and requests a meeting with the SSA Exco to resolve issues. SAMS requests SSA to withdraw the above directive.
- **31 October 2013.** SSA responds to SAMS, essentially reiterating the directives set at the August 2013 workshop, stating that *"there is no need for further meetings as implementation must now take place."* SSA will not withdraw its 28 October directive. Further stating that an amendment to the SSA November 2011 constitution clause 5 impacting Masters was agreed to at the SSA AGM of November 2013 (date ?!!) with a Master present!!
- **31 October 2013.** SSA issues another directive to the affiliates, essentially confirming the directive of 23 October 2013 but extending Masters Registrations for renewals for the current season to 15 November 2013 and with new members been able to register after this date. SSA reiterates the directive that Masters Registrations for the 14/15 season must comply with standard SSA registration procedures.
- **4 November 2013.** SAMS requests SSA to clarify the statement made regarding the change in the constitution as there appears to be no change to that published on SSA website. SAMS once again expresses concern that directives are issued concerning Masters without consultation with SAMS. SAMS lodges a formal dispute with SSA and calls on

the SSA executive to reconsider its refusal to meet with the SAMS Executive to resolve issues. *SSA did not respond to this email.*

- **1 April 2014.** In the absence of any response from SSA to the above, SAMS holds discussions with NTS to find a solution for Masters Registrations that would find broad acceptance with the affiliates.
- **18 June 2014.** Based on the above, SAMS produces the document “Guidelines for Masters Registrations: 2014/15 season”. The Guidelines are based on four attached documents. “*The Role of the SSA-MTC*” dated 17 June 2014 (NB: A role of the SSA-MTC is to produce an integration plan); “*Principles defining SAMS’ New Relationship with SSA*” dated 20 March 2013; “*Notes of a meeting between NTS and TMS*” dated 1 April 2014 and “*Masters Registration Summary: 2013/14 season*” dated 14 February 2014.
- **21 July 2014.** SAMS emails the above to Shaun Adriaanse with CC to Jace Naidoo and Martine. *No response is received from SSA to the above.* Registrations proceeds in terms of the Guidelines document without any problems excepting perhaps from KZNA.
- **25 November 2014.** SAMS provides Ron Andrews (SSA’s General Secretary) final definitions for a Master Swimmer and a Masters Clubs. *No feedback received.*
- **17 April 2015.** SAMS sends an email to SSA with SAMS’ letter dated 16th April attached. The letter once again deplores SSA attitude towards Masters and in failing to engage SAMS in discussions to resolve issues. The letter also stresses, inter alia, that Masters needed to be viewed in a different light to regular competitive swimming and furthermore stresses that should SSA fail to engage SAMS in discussions, registrations for the 15/16 season will proceed on the same basis as had been established for the 14/15 season. The letter also suggest that if SSA is unable to accommodate Masters Swimmers and Masters clubs in an appropriate manner, SAMS should be left as an associate member as currently provided for in the current SSA November 2011 constitution. *SSA does not respond to this letter.*
- **4 May 2015.** SAMS/TMS attend NTS’ Executive meeting and agreement is reached regarding fees payable by TMS Masters to NTS. The SSA fee is R325 and TMS agree that Tshwane Masters will pay R40 to NTS. i.e. the total fee payable to NTS including SSA fee is R365. NTS requires no fee for pensioners (65+) and additionally are willing to subsidize R225 of the TMS masters’ SSA fee. That is TMS pensioners will only pay R100 to register with NTS/SSA.
- **11 May 2015.** SAMS finalizes a document “Guidelines for Masters Registrations: 2015/16 Season” based on the above but excluding the pensioners SSA discounts. The Guidelines document specifically states that the 14/15 season registrations document is used as a basis.
- **12 May 2015.** SAMS distributes the 2015/16 season Guidelines document and forwards to SSA.
- **12 May 2015.** SSA without consultation with SAMS issues a directive to the affiliates stating essentially that the guidelines document is of no consequence and that SAMS has no right to issue guidelines as this is a prerogative of SSA. Also, any fees paid by SAMS to the affiliates will be returned to SAMS; SAMS may not hold a separate database and SAMS may not levy any additional fees.
- **12 May 2015.** SSA makes public the above by publishing on its website both SAMS 2015/16 registration guidelines and its own counter directive. These documents are subsequently withdrawn.
- **19 May 2015.** SAMS in an email and attached letter deplores the dictatorial attitude of SSA and the continual refusal of SSA to deal with Masters’ issues in a professional manner and to cast SAMS aside as being of no consequence. SAMS will **declare a dispute** if an amicable solution cannot be found urgently. For the 15/16 season a big loss in membership is predicted and a potential loss of R250 000 in SSA funding. No response to this letter is received.
- **1 June 2015.** SAMS issues SSA with a letter stating that SAMS is an autonomous independent association in terms of SA law. SAMS requests SSA to provide minutes of the meeting where the points raised in SSA directive of 12th May 2015 were discussed. Furthermore, SSA has to advise SAMS on what grounds its associate membership is being terminated. If no reply is received within 14 days to respond SAMS will deem itself to be an associate member in good standing.
- **12 June 2015.** SSA, in a letter to SAMS, quotes extracts from a FINA Congress held in 21 July 2011 in which FINA makes reference to Masters Technical Committees and rules “...**this correspondence will serve as final correspondence in regard to this matter from SSA.**”
- **19 August 2015.** Anton H meets with Gideon Sam, President of SASCOC who takes a sympathetic view of SAMS’ case and undertakes to mediate at a meeting between SAMS and SSA.
- **02 November 2015.** Kim Schonfeldt (PA to Gideon Sam) informs SAMS that the correct procedure as stipulated by the SSA resolution process must be followed in the case of a dispute and Anton must meet directly with SSA, Shaun Adriaanse and Jace Naidoo.
- **05 November 2015.** Shaun Adriaanse (SA) advises SAMS that the correct procedure for dispute resolution and appeals is contained in clauses 14 and 15 of SSA’s constitution.

- **05 November 2015.** Ronald Andrews (RA - SSA General Secretary) emails SA with CC to Anton Harrop-Allin (AH) “... May I suggest that when I am in Jhb on Thursday, we call Anton in and put an end to this nonsense.” The tone of the email reflects the high handed, (even arrogant) stance of SSA.
- **12 November 2015.** RA chairs a meeting at SSA’s office (attended by SA, AH and DF). RA outlines the new SSA structure with districts and that according to FINA, Masters must be managed by a technical committee. SAMS disputes the latter statement (FINA’s technical committee look after technical issues whereas the functions of SAMS goes beyond this). SAMS also confirms that it has no intention of functioning as a rebel organization outside of SSA. SA states that AH is prejudiced against him and refuses to withdraw the remark despite AH advising him a dispute will otherwise be lodged against him.
- **12 November 2015.** Subsequent to the meeting, DF emails RA 5 SAMS’ grievances (as perceived by DF) that were not fully covered by the earlier meeting. **1.** SSA’s illegal termination of associate membership status and the incorporation of MS within affiliate structures without a plan. **2.** SSA creates a MTC without defining its responsibilities. **3.** SSA issues directives, without consultation, which spell disaster for MS and loss of membership. **4.** Ridiculous fees demanded by some affiliates (and SSA!). **5.** SSA ignores FINA’S unique outlook and ethos wrt Masters. DF points out that according to FINA’s constitution there are a set of technical committees (and more recently now including Masters as per FINA congress of 21 July 2011) that deal only with technical issues related to the discipline. *Nowhere does the FINA constitution state that the management of Masters within a federation must be handled by a technical committee.* Furthermore, FINA will never dictate to a federation as to how to run its business. Despite much emailing between DF and RA little progress is made in respect of the grievances and on resolving the differences between SAMS and SSA.
- **18 November 2015.** AH emails Jace Naidoo (JN) with an attached letter of dispute dated 17/11/15 against SA. The letter covers 6 issues paraphrased as follows. **1.** The statement that AH is prejudiced against SA. **2.** The misappropriation of Masters’ funds. **3.** SA fails to keep promises made. **4.** SA Issues dictatorial instructions to Masters that have not been ratified by the SSA board. **5.** SA makes decisions which are ratified by the SSA board but which have not been fully investigated. **6.** SA is incompetent and should not be holding a position of CEO given also his racist remarks.
- **22 November 2015.** RA, in an email to AH states he has reported to board on the 12 November meeting. SAMS must comply with the SSA constitution however SAMS may retain its database unofficially. Mr. Zikie Molusi (ZM), a SSA board member, will attend to the letter of dispute.
- **14 December 2015.** AH writes to JN expressing dismay that no progress has been made on the dispute against SA. Also, that given racist remarks will not be tolerated in RSA, why is it that SA still holds the position as CEO. If SA is not placed on suspension and the matter fully investigated the matter will be handed over to the press and AH legal advisers.
- **18 December 2015.** JN responds and informs that ZM will contact AH shortly to finalize the matter.
- **08 January 2016.** DF forwards an email from Jill Black (Fish Eagle Masters) to JN in which it is stated, inter alia, that SSA is killing Masters. In the forwarded email, DF advises JN that SSA’s current policy and strategy is leading to the doom of MS in South Africa. Also, DF will ignore personal directives from SSA addressed to him that have not been discussed and negotiated with him personally – such as the directive from SA dated 12 May 2015.
- **14 January 2016.** ZM emails AH with an attached letter from SSA calling AH to a meeting on Friday 22 Jan. AH is requested to gather info regarding his allegations. AH to stop labeling SA as incompetent and racist until a panel has been convened and to stop making threats against individuals that are office bearers of SSA. Manipulation and blackmailing will not change the course of SSA. AH’s correspondence is contemptuous in nature (*the accuser becomes the accused!*).
- **15 January 2016.** AH replies that he will attend the meeting with DF and requests minutes of the 12th November meeting be sent to him before the meeting on 22 January.
- **15 January 2016.** JN replies to DF and informs that a reply to his email of 08 January will be forthcoming in due course.
- **15 January 2016.** DF thanks JN for his response and asks JN to consider also: SSA misinterprets FINA’s constitution by insisting that Masters be managed by a technical committee. In clause C20, technical committees handle only technical matters hence it’s incorrect to include non technical functions in a technical committee. With respect to clause C7.6 (*a Federation may choose to have separate organizations responsible for the different disciplines*) there was no justification for the removal of SAMS’ associate membership status! The outstanding performances of RSA swimmers in Kazan would not have been possible without the solid foundation provided through SAMS and its constitution. SSA is undermining Masters and needs to do its best to provide for MS in an acceptable manner and RA needs to make the necessary provisions in SSA Bye-Laws.

- **17 January 2016.** In a response to an email from DF in which DF requests confirmation of DF's interpretation of FINA'S constitution, Halton Cheadle (HC) – professor of law at UCT, confirms that there is no FINA obligation to require all aquatic disciplines to be integrated into one body at national level nor any obligation that the aquatic disciplines at national level may only be run by technical committees. HC refers to FINA clause C13 which outlines the organization of FINA and *not* the organization of the Member.
- **26 January 2016.** AH, DF and HC meet at OR Tambo airport to discuss SAMS' status with SSA and what legal action that could be taken. In respect of the latter HC offers his services free of charge only costs would be to cover personal expenses.
- **27 January 2016.** JC emails AH with an attached letter stating essentially that SAMS will become the technical committee for Masters and will be responsible for technical matters for all Masters Disciplines, masters must be members of clubs in their districts, and Masters will be no different to any other capitated competitor in a District.
- **30 January 2016.** DF, in an email to HC and AH states that the letter above reflects the two causes of frustration with SSA (SSA insisting that it is a FINA requirement that Masters must be managed by a technical committee and that Masters must be treated on the same basis as swimming with the same set of fees and rules) and that application of both will lead to the end of Masters. As SSA refuses to meet with SAMS the only way forward to save SAMS was taking a legal route. (NB: FINA's technical rules are applied to the running of competitions and not the management of the Masters movement! For SSA to suggest otherwise reflects that either SSA is naïve, incompetent or has a hidden agenda!)
- **8 February 2016.** AH sends a letter of dispute (written by HC) to JN and SA. The letter points out that SSA has no justification for terminating SAMS' associate membership status or for insisting that it is a FINA requirement for SAMS to be replaced by a technical committee. SAMS requests a meeting, chaired by an independent party, be arranged within 30 days to resolve the matter otherwise legal action will be taken. SSA has 7 days to respond to the letter with agreement to such a meeting.
- **10 February 2016.** SAMS distributes its pre-Nationals newsletter in which members are informed of the dispute and that legal action against SSA is pending. The newsletter highlights that SSA misconstrues FINA's constitution by insisting that SAMS must be replaced by a technical committee and there are 21 reasons which express SAMS' complete dissatisfaction in the way SSA is attempting to manage Masters swimming in SA. Further, an article is provided which summarizes how ASA (Amateur Swimming Association) in England (the equivalent of SSA) manages the Masters movement in England and which depicts that SSA's efforts are nothing less than shameful in comparison.
- **15 February 2016.** SSA requests an extension of the deadline as they would like to discuss SAMS' letter at the next board meeting to be held on 11/12th March 2016.
- **16 February 2016.** SAMS agrees to the extension and indicates SAMS' willingness to attend the meeting to present its case (HC offers his services in this regard).

INDEX

Topic	Chapter-Paragraph
Abbreviations	1-3
Accommodation, worlds	2-3.3
Administrative structure	2-1.1
Age groups	4-2, 4-3, 8-13 3-2.3, 3-2.7
Age, minimum	3-2.3, 4-3.4, 4-3.5
Age-up date	4-3.3
AGM	3-10, 8-6.3
Amendments to the constitution	3-19
Appeals	3-13, 8-18
Audit – see SAMS audit	
Authors	1-1.2
Awards History	App.8
Awards/Trophies	3-6.5, 3-14, 8-16, 12 App.8
Banner	12-5
Baton	12-7
Business cards	2-12, 2-3.21
Buddy system	16-3.8
Capitation fees; see also SSA Fees	1-9.6, 1-9.7
Capture of Swimmers names correctly	6-3.10, 6-5.1
Central Data Base	15-12;
Certificate pool length	8-21.6, 3-15.2
Certificates SC champs	9-4
Changes to the constitution	3-19
Changing clubs	5-4, 10-2.4, 3-By.Law 2.4
Club constitution	3-3.15
Club flags	12-5
Club membership	3-3.7
Club name/affiliation	3-3.8
Clubs number of	2-1.2,
Colours award & history	3-14, 12-3, App.8
Colours for Open Water Swimming	3-14.2, 14, 2-3.22,
Colours for Pool Swimming	2-3.8, 4-7, 3-14.1
Colours, qualifying times & Application for	3-14, 4-7, 2-3.8
Communication	10-2
Constitution amendments	3-19, 2-3.17
Continuity in SAMS see SAMS Continuity	
Copyright	11-3
Covid	2-1.3 2-3.10 2-13.1, 2-3.30
Dash for cash	8-8.5, 8-15.3
Disbanding regions and clubs	3-17
Disqualification procedure – see Nationals DQ	
Donation for Nationals see Nationals	
Early bird luck draw	2-8
Engraving trophies	3-6.6
ETD	4-6.5, 8-21, 9-3.1
Events and dates	2-2.1
Expelling members/clubs	3-7.2
Family tree	2-1.2
FINA Masters Events	4-3.4
FINA Rules	4, 8-6.1, 8-13
FINA World records see also World Records	4-6.1

Finance report	3-10.2, 3-6.3, 8-5.2, 3-3.16, 3-3.5
Financial status	2-6
Financial year	2-2.1, 3-12.1
First Aid	8-21.8
First SAMS Nationals	1-9.1, App.6
Floating trophies	12-1
Foreign swimmers	8-9.2, 8-15.4, 8-16.1, 12-1.4
Forms see Nationals forms & Registration forms	
General meetings	2-11, 3-3.3, 3-3.5, 3-8.1, 3-8.9
Glossary	1-3
Google Forms	5-5.1, 8-9.4, 8-9.5, 8-9.7 8-10.1
Honorary life membership	3-14.4, 12-4, 2-15, 2-3.39
Hy-Tek Ltd	6-1, 7-1,
Important dates	2-2.1
Indemnity/Indemnity waiver	8-10.3, 2-20, 2-39
Insurance	3-6.4, 12-1.5
Kit Worlds	2-3.3,
Laptop/PC notebook	2-3.24, 12-6
Len Points	2-18.3
Life membership – see SAMS Life Membership	
Long course champs see Nationals	8
Lotto funding	2-3.31
Masters profile	2-1.3, 11-5.1
Masters Technical Committee (MTC)	2-9.2, App 7
Meet Manager	7, 2-5, 2-3.7, 14-8
Meet Manager combined entries	7-7.1
Meet Manager, late entries	7-3.17
Meet Manager, purchase	2-5, 2-3.7
Meetings conduct thereof	3-8
Members changing clubs – see Changing clubs	
Members changing name	5-3.9,
Membership as per constitution	3-3
Meritorious service	2-15, 12-4, 3-14.4
Minimum age	3-2.3, 4-2.1, 8-13.5
Misconduct	3-7.2
MoU	App.7
MTC (masters technical committee)	2-9.2, App.7
Nationals affiliation requirements	3-by law 7
Nationals championship committee	3-9.2, 8-18.2, 15-1.5
Nationals conduct of	8-6
Nationals date	2-2.1, 8-2.1
Nationals donation	2-3.2
Nationals DQ	8-20.6
Nationals electronic entries	6-6, 8-9.6
Nationals event limit	8-8
Nationals financial report	3-6.3, 8-5.2
Nationals forms	8-10, App.1
Nationals guidelines	3-6.2, 8
Nationals history	2-13
Nationals hosting of	2-3.11, 8-4, 2-13
Nationals lane allocations	4-5, 8-14
Nationals newsletter/bulletin	8-6.2
Nationals official name/title	8-3.1
Nationals Pool Temperature	8-21.7
Nationals programme	8-7, 8-22, 2-3.30, App.6
Nationals scoring	2-3.22 8-15.1, 9-6.1, 12-9.1, 14-6.1
Nationals seeding	8-14
Nationals special executive committee	3-9.1

Nationals technical committee	8-6.4
Nationals timekeepers	2-3.8, 8-20.3, 8-20.5, 8-20.6, 8-21.1, 9-3.1
Nelspruit	2-3.11
New clubs see Clubs	
New regions	5-6
Newsletter nationals	8-6.2, 11-1.3
Newsletter copyright	11-3
Newsletter distribution	11-2
Next of kin	8-10.3
Officials gala	8-20, 8-18.2
Officials regions/clubs	3-3.2, 3-3.8,
Open Water Sea Swim – see Sea Swim	
Open Water Swimming Colours for	3-14.2, 14, 2-3.22,
Open Water Trophy	2-3.32, 12-9.1, 14-7.1,
Open Water Trophy 70+	2-3.40, 12-10, 14-7,
Overseas competition	2-3.23
PC notebook/laptop	12-6, 2-3.24
Points at Nationals see Nationals scoring	
Pool length certificate	3-15.2, 8-21.6,
Pool temperature see Nationals; Pool Temperature	
POPI Protection of personal information act	2-3.33
Pre-Masters	4-2.2
President's baton award	12-7
President's meeting see General Meetings	
Protest procedure	8-18
Purchase of MM and TM	2-3.7, 2-5,
PWC (Price Waterhouse Cooper)	2-6.7, 2-13.16
Qualifying times for Nationals	8-8.4
Quorum,	3-8, 3-5.5, 2-17
Record ratification & recognition	2-3.8, 3-15, 4-6, 3-by law 4
Region constitution	3-3.4
Region new registration	5-6, 3-3.13
Region officials	3-3.2,
Region's annual report/financial statement	3-3.5
Regional Affiliation see SSA affiliation	
Register of Awards – see Awards History	
Registration flow chart	5-2,
Registration in areas of jurisdiction	1-9.6, 2-9.3 2-19,
Registration of members changing clubs	5-4, 3-By.Law2.4
Registration of members in country areas	5-8
Registration of members in two affiliates/disciplines	5-7,
Registration of new Clubs/Regions	5-6, 3-3.8, 2-3.18
Registration Summary	2-1.3
Registrations Forms	3-6.2.3, 5, 5-5
Relationship with SSA – see SSA Affiliation	
Relay teams	4-3.2, 4-4.2, 8-8.2, 3-3.19,
Riccione Worlds	14-3.5
Rules	4
SAMS administration/management/duties	3-6, 10, 15
SAMS administrative structure	2-1.1
SAMS assistance at nationals	8-5
SAMS Audit	2-3.12, 2-3.17, 2-6.9, 3-12.3, 3-10.2 3-12.5,
SAMS badge/title	3-1
SAMS baton	12-7
SAMS brief/objectives	3-2
SAMS business cards	2-12, 2-3.21

SAMS capitation	1-9.5, 1-9.6,
SAMS colours award	3-14, 12-3
SAMS continuity of	10-3, 3-6.7, 2-3.33, 2-16.3
SAMS donation	2-3.2, 8-5.6
SAMS executives	3-5.1, 3-5.3, 15, 10-1
SAMS fees	2-3.35, 5-2.6, 1-9.6, 1-9.7
SAMS Finance	3-12, 2-6, 15-3,
SAMS handbook	2-3.34, 2-16.3, 3-6.7.1
SAMS handover	3-5.1, 2-16
SAMS honorary life membership	3-14.4, 12-4
SAMS hosting of	2-3.6, 2-16, 3-5.1, 3-6.7, 10.3
SAMS Licence	5-9.1
SAMS logo	2-10, 2-3.25
SAMS membership	3-3, 3-bylaw 7, 2-1
SAMS paid secretary	2-3.6, 3-12.6, 2-16, 10-4, app 5
SAMS president	3-5.1, 15.1
SAMS temporary affiliation	8-12.2
SAMS term of office	3-5.1
SAMS voting members see voting	
SAMSA	2-3.20, 2-4
SARS see tax	
Scoring at nationals see nationals scoring	
Scribe	1-1.2, 14-1.4, 16-4.2
Search Engine	1-4.3
Sea Swim	2-3.22, 14-3.5, 14-3.6
Short course certificates	9-4
Short course champs	9, 2-3.19
Short course champs trophy	12-9
Software Platforms	15-12
Special general meetings	3-11, 3-19
Spirit Trophy/Charles Buck Award	12-1.2
Sponsorship	2-3.2, 8-5.4, 8-5.6, 3-7.1
SSA Affiliation/Association	1-9, 1-10, 2-9, 2-3.18, App. 7
SSA Fees	1-9.6, 1-9.7, 2-6.2, 2-9.1, 16-1.3, 5-7.1
SSA funds	2-3.1, 2-6.2
SSA covid number	2-1.3
SSA ID number	6-5
SSA representative/Liaison officer	2-3.27, 2-9.3
SSA MTC (Masters Technical Committee) see MTC	
Structure	2-1.1
Subset of a masters club	2-1.3
Swim season	2-2.1
Synchronized swimming	3-2.1
Tax	2-3.16, 2-6.6, 15-3.5
Team Manager	2-5 5-3, 6, 14-8
Team Manager Athletes data/Entry of Names	6-3.10, 6-3.11
Team Manager Athletes/ID	5-3.7, 5-3.8, 6-3.11
Team Manager Import/Export of data	5-3.9, 5-3.10, 6-3.7
Team Manager Nationals entry submission	6-6
Team Manager School Year	6-3.4, 6-3.12
Team Manager Set registrations to inactive	6-3.8
Technical meeting	8-6.4
Temporary special executive committee.	3-9
Ten/twenty/thirty year awards	12-2
Time Keepers see Nationals Time Keepers	
Top Ten Listings	2-3.8, 2-3.41, 15-10.2, 15-12.11

Treasurer	3-12, 15-3
Trophies	3-5.4, 3-5.5, 8-16, 12-1 App.8
Trophy engraving	3-6.6
Trophy insurance	3-6.4, 12-1.5
Trophy loss	3-6.5
Trophy ownership	3-5.4, 12-1.3
Trophy register see Awards History	
T-shirts	2-3.5, 13-1.5
Voting	3-3.6, 3-5.2, 3-5.4, 2-17
Waiver of liability	8-10.3
Web site	1-2.1, 2-18, 2-3.36
Winter challenge	2-7, 13, 2-3.26,
World champs, hosting of	2-3.28
Worlds kit for	2-3.10
World records	4-6.1, 3-15.1, 3-15.2 8-13.4, 15-10.1
NAMES REFERRED TO	
Alan (Daffy) Morrison – see photo below	6-6.4
Alan Fritz (SSA)	2-9.3
Andy Reeves	1-9.10
Ann Gray	1-9.10, 14-.23, 14-6.1
Annemarie Dressler	1-9.10
Anton Harrop-Allin – see photo below	1-9.10, 2-3.32, 6-6.4, 12-9.1, 14-7.1
Carina Hambloch	1-9.10
Carol Mason	1-9.10, 2-3.12
Carol vd Walt	1-9.10
Carole Bridges	1-9.10, 1-2.1, 2-18, 5-9.3, 16-4.2
Cecilia Stanford – see photo below	1-9.10, 2-3.8, 7-6.1, 9-6.2
Chris Kitsopoulos	2-3.36
Chris Olivier	1-9.10
Claire Amner	1-9.10
Claire Davey	2-13.12
Colin Morgan	10-4.3
Craig Stanton	1-9.10, 2-3.37
Danie Schoeman	1-9.10, 2-3.36, Hard copy cover page
David Frost	1-9.10
Debbie Scott	1-9.10
Derek Fyfe	1-1.2, 1-9.10, 2-3.7, 2-3.37, 5-9.3, 16-4.2
Di Doveton	1-9.10, 5-9.3
Edith Otterman	1-9.10
Elsa Craig	1-9.10
Elza Marais	10-4.3
Emily Msiska	15-12.15
Francois Muller	1-9.10
Gillian Roets	1-9.10
Guy Harker	1-9.10, 16-4.2
Gwyn Guinney	1-9.10
Harald Kruger	2-3.8
Heather Morris-Eyton	1-9.10
Helen Lawless	1-9.10
Hester Snyman	10-4.3
Jace Naidoo (SSA)	2-9.2
Jade Homveld	1-9.10, 14.61
Jean Degenaar	8-24.1
Jenny Ireland	1-9.10

Joe Hillstrom	1-9.10
John Harley	1-9.10
John Petersen	1-2.1, 1-5.3, 2-3.37, 2-3.41, 2-18, 2-20.1, 14-5.1, 15-12
Joyce Fyfe	1-9.10
Judy Brewis	1-9.10
Karen Kennedy – see photo below	1-9.10, 2-3.12, 2-3.37, 2-9.2, 15-12.5
Kerry Skidmore	1-9.10
Kim Foster	1-9.10
Lienkie Olivier	1-9.10
Mairi Brimble	5-9.3, 10-4.3
Marc Moore	1-9.10
Marcelle Strauss	1-9, 2-3.27, 8-24.1, 9-6.2
Marcilla Russell	1-9.10
Marius Mostert	1-9.10
Marli Venter	1-9.10
Melanie Roodt	1-9.10
Merle Angelos	1-9.10
Mike Winfield – see photo below	
Mike Townsend	1-9.10
Neil McLennan	1-9.10
Nikki Louw	2-3.40, 14-7
Owen van Renen	1-9.10, 11-1.4, 11-5.5
Perry Caditz	1-9.10
Peter Ireland	1-9.10, 2-3.8
Peter Ponsonby	1-9.10, 5-9.3
Rae Walker Smit	2-3.40, 12-10, 12-11
Richard Townsend	10-4.3
Rita Burger	1-9.10
Rita Oosthuizen (SAMSA)	2-4.5
Roland Heuff – see photo below	1-9.10
Romeo Botes	1-2.1, 2-3.36, 2-18, 2-20.1
Rosemary Clark	1-9.10, 5-9.3,
Sanderina Kruger	9-6.2
Shaun Adriaanse (SSA)	2-9.2
Terrence Parkin	Back of Front Cover
Terry Ann Motley	10-4.3
Terry Downes	1-9.10, 2-3.37, 11-5.5
Tim Shead	6-64
Tracey Gardiner – see photo below	
Winston Clark - see photo below	
Wolfgang Fechter – see photo below	1-5.1, 11-5.5

South African Masters Swimming (SAMS) Open Water Qualifying Times for Season 2026_27

The current SAMS Constitution uses a calculation based on the following:

- Take the current season's SAMS Colours Qualifying Time for the Long Course 1500m Freestyle pool event.
- Multiply it by a factor (typically 2.1 to 2.3) that is determined annually by the SAMS Committee (unchanged since 2018)
- Round the result to the nearest second.

Distance	3km	5km	10km
Factor	2.23	3.80	8.00

Men			OWS SAQT Age	Women		
3km	5km	10km		3km	5km	10km
0:39:49	1:07:51	2:22:50	25 - 29	0:42:49	1:12:57	2:33:35
0:39:42	1:07:39	2:22:26	30 - 34	0:43:20	1:13:50	2:35:27
0:39:33	1:07:24	2:21:53	35 - 39	0:44:13	1:15:21	2:38:38
0:40:08	1:08:23	2:23:58	40 - 44	0:43:49	1:14:40	2:37:11
0:39:42	1:07:40	2:22:26	45 - 49	0:44:19	1:15:30	2:38:58
0:41:18	1:10:22	2:28:09	50 - 54	0:44:33	1:15:55	2:39:50
0:42:39	1:12:41	2:33:02	55 - 59	0:45:51	1:18:08	2:44:30
0:44:21	1:15:35	2:39:06	60 - 64	0:46:49	1:19:47	2:47:58
0:46:40	1:19:31	2:47:24	65 - 69	0:50:42	1:26:23	3:01:52
0:49:31	1:24:22	2:57:38	70 - 74	0:55:55	1:35:17	3:20:36
0:55:10	1:34:01	3:17:55	75 - 79	1:04:50	1:50:29	3:52:37
1:06:52	1:53:57	3:59:54	80 - 84	1:19:27	2:15:24	4:45:02
1:36:52	2:45:04	5:47:30	85 - 89	1:35:29	2:42:42	5:42:33
1:14:07	2:06:17	4:25:52	90 - 94	1:52:28	3:11:38	6:43:27

South African Master Swimming Qualifying Times (SAQT) for Season 2026_27

Men		SA Qualifying Times updated 26/07/2026			Women	
Long Course	Short Course	Stroke	Distance	Age	Long Course	Short Course
00:23.48	00:22.75	Freestyle	50m	25 - 29	00:27.11	00:26.11
00:52.27	00:50.15	Freestyle	100m	25 - 29	00:59.02	00:58.08
01:57.92	01:53.37	Freestyle	200m	25 - 29	02:10.66	02:07.80
04:16.48	04:06.76	Freestyle	400m	25 - 29	04:41.85	04:31.93
09:01.35	08:46.35	Freestyle	800m	25 - 29	09:40.65	09:28.24
17:51.28	17:09.38	Freestyle	1500m	25 - 29	19:11.84	18:40.50
00:26.82	00:25.50	Backstroke	50m	25 - 29	00:31.19	00:29.28
00:58.52	00:55.54	Backstroke	100m	25 - 29	01:08.32	01:03.65
02:13.31	02:05.69	Backstroke	200m	25 - 29	02:31.60	02:25.48
00:28.76	00:27.99	Breaststroke	50m	25 - 29	00:33.71	00:32.62
01:04.49	01:01.27	Breaststroke	100m	25 - 29	01:14.47	01:12.66
02:26.00	02:17.48	Breaststroke	200m	25 - 29	02:45.96	02:40.65
00:24.85	00:24.35	Butterfly	50m	25 - 29	00:28.59	00:27.88
00:56.72	00:54.60	Butterfly	100m	25 - 29	01:05.66	01:03.91
02:11.67	02:07.50	Butterfly	200m	25 - 29	02:29.84	02:25.39
	00:56.48	Individual Medley	100m	25 - 29		01:06.39
02:12.41	02:06.22	Individual Medley	200m	25 - 29	02:29.55	02:23.99
04:53.78	04:39.72	Individual Medley	400m	25 - 29	05:27.36	05:13.30
Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:23.63	00:22.74	Freestyle	50m	30 - 34	00:27.22	00:26.53
00:52.58	00:50.41	Freestyle	100m	30 - 34	00:59.50	00:58.38
01:58.55	01:54.26	Freestyle	200m	30 - 34	02:12.57	02:08.23
04:17.48	04:08.74	Freestyle	400m	30 - 34	04:44.49	04:35.30
09:00.97	08:39.60	Freestyle	800m	30 - 34	09:48.62	09:43.41
17:48.20	17:10.40	Freestyle	1500m	30 - 34	19:25.90	18:49.49
00:27.26	00:25.56	Backstroke	50m	30 - 34	00:31.59	00:29.89
00:59.34	00:56.04	Backstroke	100m	30 - 34	01:09.06	01:05.97
02:14.85	02:08.95	Backstroke	200m	30 - 34	02:31.40	02:26.34
00:29.08	00:28.17	Breaststroke	50m	30 - 34	00:34.12	00:33.69
01:05.10	01:02.18	Breaststroke	100m	30 - 34	01:16.19	01:12.96
02:27.02	02:18.58	Breaststroke	200m	30 - 34	02:49.96	02:43.15
00:24.98	00:24.51	Butterfly	50m	30 - 34	00:28.79	00:28.20
00:56.84	00:55.26	Butterfly	100m	30 - 34	01:05.91	01:04.42
02:14.80	02:08.07	Butterfly	200m	30 - 34	02:29.22	02:29.21
	00:56.83	Individual Medley	100m	30 - 34		01:06.68
02:13.09	02:08.41	Individual Medley	200m	30 - 34	02:31.18	02:25.83
04:52.35	04:45.67	Individual Medley	400m	30 - 34	05:26.45	05:15.30
Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:23.84	00:23.11	Freestyle	50m	35 - 39	00:27.62	00:26.74
00:53.36	00:51.66	Freestyle	100m	35 - 39	01:00.86	00:59.75
01:59.87	01:55.84	Freestyle	200m	35 - 39	02:16.36	02:12.57
04:20.10	04:10.08	Freestyle	400m	35 - 39	04:49.77	04:42.50
09:05.70	08:45.08	Freestyle	800m	35 - 39	09:55.15	09:51.85
17:44.13	17:09.51	Freestyle	1500m	35 - 39	19:49.70	19:07.43
00:27.55	00:25.86	Backstroke	50m	35 - 39	00:32.26	00:30.81
01:01.11	00:56.99	Backstroke	100m	35 - 39	01:10.96	01:07.50
02:16.80	02:10.37	Backstroke	200m	35 - 39	02:35.82	02:29.66
00:29.79	00:28.69	Breaststroke	50m	35 - 39	00:35.41	00:34.20
01:06.92	01:02.63	Breaststroke	100m	35 - 39	01:18.41	01:14.10
02:29.23	02:20.15	Breaststroke	200m	35 - 39	02:53.64	02:47.79
00:25.30	00:24.65	Butterfly	50m	35 - 39	00:29.42	00:29.10
00:58.12	00:55.85	Butterfly	100m	35 - 39	01:07.75	01:06.24
02:15.68	02:10.14	Butterfly	200m	35 - 39	02:36.25	02:32.54
	00:58.17	Individual Medley	100m	35 - 39		01:06.62
02:14.90	02:09.52	Individual Medley	200m	35 - 39	02:32.80	02:29.70
04:57.22	04:45.74	Individual Medley	400m	35 - 39	05:30.47	05:24.17

South African Master Swimming Qualifying Times (SAQT) for Season 2026_27

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:24.27	00:23.64	Freestyle	50m	40 - 44	00:27.92	00:27.30
00:54.28	00:52.75	Freestyle	100m	40 - 44	01:02.08	00:59.93
02:02.66	01:57.44	Freestyle	200m	40 - 44	02:17.41	02:14.99
04:22.05	04:16.36	Freestyle	400m	40 - 44	04:52.16	04:45.45
09:09.88	09:05.31	Freestyle	800m	40 - 44	10:03.51	09:56.05
17:59.70	17:30.84	Freestyle	1500m	40 - 44	19:38.92	19:29.01
00:28.51	00:27.00	Backstroke	50m	40 - 44	00:32.25	00:30.67
01:01.80	00:58.70	Backstroke	100m	40 - 44	01:11.77	01:07.49
02:20.49	02:13.53	Backstroke	200m	40 - 44	02:38.13	02:32.32
00:30.09	00:29.41	Breaststroke	50m	40 - 44	00:35.86	00:34.98
01:07.64	01:04.97	Breaststroke	100m	40 - 44	01:18.68	01:16.17
02:33.19	02:27.28	Breaststroke	200m	40 - 44	02:56.65	02:50.48
00:25.93	00:25.06	Butterfly	50m	40 - 44	00:29.58	00:29.15
00:59.00	00:56.66	Butterfly	100m	40 - 44	01:08.42	01:06.60
02:17.98	02:13.61	Butterfly	200m	40 - 44	02:41.24	02:37.65
	00:59.34	Individual Medley	100m	40 - 44		01:08.14
02:18.56	02:12.09	Individual Medley	200m	40 - 44	02:35.44	02:32.49
05:04.90	04:52.92	Individual Medley	400m	40 - 44	05:41.87	05:32.63

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:24.92	00:24.21	Freestyle	50m	45 - 49	00:28.29	00:27.69
00:55.74	00:53.76	Freestyle	100m	45 - 49	01:02.62	01:01.67
02:04.74	02:00.50	Freestyle	200m	45 - 49	02:19.14	02:15.82
04:26.51	04:22.31	Freestyle	400m	45 - 49	04:51.84	04:45.13
09:12.62	09:12.45	Freestyle	800m	45 - 49	10:13.19	09:56.80
17:48.30	17:42.67	Freestyle	1500m	45 - 49	19:52.21	19:18.40
00:28.47	00:27.62	Backstroke	50m	45 - 49	00:33.53	00:32.11
01:02.75	00:59.82	Backstroke	100m	45 - 49	01:13.41	01:10.10
02:21.51	02:15.56	Backstroke	200m	45 - 49	02:40.25	02:32.87
00:30.66	00:29.79	Breaststroke	50m	45 - 49	00:36.38	00:35.67
01:09.36	01:06.44	Breaststroke	100m	45 - 49	01:21.17	01:18.66
02:36.36	02:29.93	Breaststroke	200m	45 - 49	02:58.60	02:53.99
00:26.50	00:25.99	Butterfly	50m	45 - 49	00:30.42	00:30.19
01:00.44	00:59.31	Butterfly	100m	45 - 49	01:10.43	01:09.29
02:21.61	02:17.66	Butterfly	200m	45 - 49	02:45.71	02:40.08
	01:00.65	Individual Medley	100m	45 - 49		01:10.04
02:20.75	02:16.33	Individual Medley	200m	45 - 49	02:39.79	02:35.46
05:04.90	04:56.25	Individual Medley	400m	45 - 49	05:42.52	05:37.50

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:25.22	00:24.35	Freestyle	50m	50 - 54	00:28.95	00:28.34
00:56.94	00:54.70	Freestyle	100m	50 - 54	01:04.65	01:02.85
02:06.73	02:02.34	Freestyle	200m	50 - 54	02:21.26	02:17.57
04:32.66	04:23.00	Freestyle	400m	50 - 54	05:00.16	04:53.33
09:28.08	09:13.38	Freestyle	800m	50 - 54	10:23.61	10:11.62
18:31.12	18:01.36	Freestyle	1500m	50 - 54	19:58.81	19:31.02
00:30.02	00:28.81	Backstroke	50m	50 - 54	00:33.67	00:32.72
01:06.52	01:01.95	Backstroke	100m	50 - 54	01:14.02	01:10.89
02:27.62	02:16.87	Backstroke	200m	50 - 54	02:43.33	02:38.33
00:31.29	00:30.74	Breaststroke	50m	50 - 54	00:37.58	00:36.54
01:11.98	01:07.75	Breaststroke	100m	50 - 54	01:23.81	01:20.68
02:40.66	02:34.25	Breaststroke	200m	50 - 54	03:04.80	02:56.55
00:26.82	00:26.80	Butterfly	50m	50 - 54	00:31.29	00:30.89
01:02.13	01:00.76	Butterfly	100m	50 - 54	01:12.85	01:10.24
02:27.25	02:22.48	Butterfly	200m	50 - 54	02:50.18	02:43.86
	01:03.37	Individual Medley	100m	50 - 54		01:12.44
02:24.36	02:19.11	Individual Medley	200m	50 - 54	02:43.54	02:39.33
05:17.91	05:05.57	Individual Medley	400m	50 - 54	05:54.95	05:45.35

South African Master Swimming Qualifying Times (SAQT) for Season 2026_27

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:26.04	00:25.19	Freestyle	50m	55 - 59	00:29.54	00:28.89
00:57.99	00:56.77	Freestyle	100m	55 - 59	01:06.32	01:04.55
02:11.20	02:06.95	Freestyle	200m	55 - 59	02:25.55	02:22.01
04:38.89	04:30.87	Freestyle	400m	55 - 59	05:07.62	04:58.27
09:47.99	09:27.76	Freestyle	800m	55 - 59	10:38.12	10:21.68
19:07.71	18:27.79	Freestyle	1500m	55 - 59	20:33.73	20:24.37
00:30.79	00:29.70	Backstroke	50m	55 - 59	00:34.76	00:34.08
01:08.77	01:04.71	Backstroke	100m	55 - 59	01:17.31	01:14.50
02:31.25	02:23.86	Backstroke	200m	55 - 59	02:48.11	02:43.56
00:32.19	00:31.69	Breaststroke	50m	55 - 59	00:37.83	00:36.75
01:13.28	01:10.17	Breaststroke	100m	55 - 59	01:25.67	01:22.54
02:46.96	02:40.04	Breaststroke	200m	55 - 59	03:09.75	03:01.73
00:27.55	00:27.57	Butterfly	50m	55 - 59	00:32.00	00:31.44
01:04.43	01:02.57	Butterfly	100m	55 - 59	01:15.17	01:13.51
02:33.76	02:28.19	Butterfly	200m	55 - 59	02:56.87	02:51.06
	01:04.50	Individual Medley	100m	55 - 59		01:13.90
02:29.50	02:23.92	Individual Medley	200m	55 - 59	02:48.91	02:43.01
05:23.59	05:15.56	Individual Medley	400m	55 - 59	06:13.49	05:56.71
Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:26.81	00:26.36	Freestyle	50m	60 - 64	00:30.52	00:30.14
01:00.41	00:58.40	Freestyle	100m	60 - 64	01:08.45	01:07.06
02:14.66	02:12.04	Freestyle	200m	60 - 64	02:30.36	02:28.52
04:54.52	04:44.60	Freestyle	400m	60 - 64	05:19.71	05:06.12
10:11.35	09:58.81	Freestyle	800m	60 - 64	10:54.37	10:44.54
19:53.29	19:17.67	Freestyle	1500m	60 - 64	20:59.71	20:40.03
00:32.12	00:31.34	Backstroke	50m	60 - 64	00:36.88	00:35.35
01:10.61	01:07.68	Backstroke	100m	60 - 64	01:20.88	01:17.58
02:34.11	02:29.25	Backstroke	200m	60 - 64	02:57.82	02:49.51
00:33.62	00:32.51	Breaststroke	50m	60 - 64	00:40.33	00:39.19
01:17.29	01:14.23	Breaststroke	100m	60 - 64	01:31.60	01:26.95
02:55.56	02:49.80	Breaststroke	200m	60 - 64	03:20.24	03:13.47
00:28.76	00:28.80	Butterfly	50m	60 - 64	00:33.70	00:33.13
01:07.13	01:06.72	Butterfly	100m	60 - 64	01:18.76	01:16.48
02:43.89	02:38.29	Butterfly	200m	60 - 64	03:10.97	03:01.90
	01:07.22	Individual Medley	100m	60 - 64		01:18.29
02:37.41	02:31.79	Individual Medley	200m	60 - 64	02:57.45	02:52.27
05:43.53	05:34.21	Individual Medley	400m	60 - 64	06:23.12	06:09.22
Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:28.11	00:27.54	Freestyle	50m	65 - 69	00:32.12	00:31.93
01:03.27	01:02.19	Freestyle	100m	65 - 69	01:11.94	01:10.36
02:21.55	02:18.34	Freestyle	200m	65 - 69	02:39.61	02:35.53
05:01.97	04:56.62	Freestyle	400m	65 - 69	05:36.88	05:34.05
10:37.38	10:35.47	Freestyle	800m	65 - 69	11:35.51	11:30.46
20:55.44	20:31.49	Freestyle	1500m	65 - 69	22:43.95	21:59.08
00:34.12	00:32.94	Backstroke	50m	65 - 69	00:38.77	00:38.30
01:15.06	01:12.27	Backstroke	100m	65 - 69	01:25.82	01:23.89
02:45.30	02:38.91	Backstroke	200m	65 - 69	03:08.17	03:05.71
00:35.72	00:34.73	Breaststroke	50m	65 - 69	00:42.12	00:41.06
01:21.60	01:18.27	Breaststroke	100m	65 - 69	01:33.97	01:31.47
03:05.30	02:55.59	Breaststroke	200m	65 - 69	03:34.23	03:27.30
00:30.45	00:30.47	Butterfly	50m	65 - 69	00:36.12	00:36.02
01:12.61	01:11.66	Butterfly	100m	65 - 69	01:29.81	01:26.35
02:57.91	02:53.67	Butterfly	200m	65 - 69	03:26.60	03:24.24
	01:10.50	Individual Medley	100m	65 - 69		01:22.80
02:42.49	02:41.51	Individual Medley	200m	65 - 69	03:10.52	03:05.04
06:02.46	05:55.50	Individual Medley	400m	65 - 69	07:00.58	06:45.60

South African Master Swimming Qualifying Times (SAQT) for Season 2026_27

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:29.45	00:29.21	Freestyle	50m	70 - 74	00:34.25	00:34.13
01:06.88	01:06.04	Freestyle	100m	70 - 74	01:18.99	01:18.49
02:31.86	02:30.55	Freestyle	200m	70 - 74	02:55.86	02:50.28
05:25.74	05:19.37	Freestyle	400m	70 - 74	06:07.63	06:01.62
11:14.20	11:17.41	Freestyle	800m	70 - 74	12:45.82	12:19.87
22:12.21	22:00.15	Freestyle	1500m	70 - 74	25:04.45	23:52.06
00:36.66	00:35.79	Backstroke	50m	70 - 74	00:42.49	00:41.15
01:21.58	01:19.57	Backstroke	100m	70 - 74	01:35.17	01:33.39
02:59.54	02:55.71	Backstroke	200m	70 - 74	03:25.55	03:21.99
00:38.41	00:37.83	Breaststroke	50m	70 - 74	00:46.68	00:45.52
01:29.47	01:27.26	Breaststroke	100m	70 - 74	01:44.94	01:42.23
03:22.78	03:16.06	Breaststroke	200m	70 - 74	03:51.32	03:48.99
00:32.43	00:32.57	Butterfly	50m	70 - 74	00:39.74	00:40.41
01:19.22	01:16.81	Butterfly	100m	70 - 74	01:40.94	01:38.05
03:26.36	03:15.24	Butterfly	200m	70 - 74	04:05.02	03:50.23
	01:18.09	Individual Medley	100m	70 - 74		01:32.73
02:57.50	02:59.19	Individual Medley	200m	70 - 74	03:27.78	03:24.08
06:42.87	06:36.17	Individual Medley	400m	70 - 74	07:52.83	07:35.98

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:31.60	00:31.46	Freestyle	50m	75 - 79	00:37.91	00:37.16
01:12.40	01:12.38	Freestyle	100m	75 - 79	01:26.65	01:24.25
02:45.43	02:40.05	Freestyle	200m	75 - 79	03:15.66	03:12.05
06:04.98	06:01.80	Freestyle	400m	75 - 79	07:01.07	06:52.36
12:38.65	12:50.07	Freestyle	800m	75 - 79	14:40.93	14:33.96
24:44.37	24:30.08	Freestyle	1500m	75 - 79	29:04.60	27:58.53
00:39.03	00:38.39	Backstroke	50m	75 - 79	00:45.59	00:45.46
01:28.62	01:26.21	Backstroke	100m	75 - 79	01:42.82	01:40.82
03:18.24	03:13.58	Backstroke	200m	75 - 79	03:50.12	03:46.23
00:40.75	00:41.06	Breaststroke	50m	75 - 79	00:50.26	00:49.59
01:35.33	01:32.48	Breaststroke	100m	75 - 79	01:55.51	01:52.68
03:36.30	03:32.71	Breaststroke	200m	75 - 79	04:13.12	04:13.64
00:35.98	00:35.96	Butterfly	50m	75 - 79	00:47.45	00:45.46
01:36.27	01:32.65	Butterfly	100m	75 - 79	02:01.01	02:00.71
03:59.48	03:47.86	Butterfly	200m	75 - 79	05:14.17	04:55.92
	01:24.66	Individual Medley	100m	75 - 79		01:43.25
03:16.95	03:18.18	Individual Medley	200m	75 - 79	04:03.58	04:03.99
07:31.25	07:23.79	Individual Medley	400m	75 - 79	09:18.66	09:11.64

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:34.32	00:33.89	Freestyle	50m	80 - 84	00:42.71	00:42.79
01:21.40	01:20.83	Freestyle	100m	80 - 84	01:40.36	01:40.86
03:08.63	03:09.87	Freestyle	200m	80 - 84	03:39.19	03:43.74
06:57.63	06:45.24	Freestyle	400m	80 - 84	08:02.86	08:01.97
14:41.61	14:38.80	Freestyle	800m	80 - 84	17:30.38	17:45.89
29:59.28	28:40.60	Freestyle	1500m	80 - 84	35:37.77	36:34.78
00:42.46	00:42.82	Backstroke	50m	80 - 84	00:49.54	00:50.71
01:36.56	01:34.78	Backstroke	100m	80 - 84	01:52.70	01:55.11
03:40.58	03:34.95	Backstroke	200m	80 - 84	04:06.97	04:12.38
00:46.06	00:45.10	Breaststroke	50m	80 - 84	00:55.16	00:54.52
01:46.02	01:43.50	Breaststroke	100m	80 - 84	02:07.39	02:07.43
04:00.52	03:52.00	Breaststroke	200m	80 - 84	04:53.59	04:48.94
00:41.83	00:40.61	Butterfly	50m	80 - 84	00:57.75	00:55.21
01:53.89	01:51.65	Butterfly	100m	80 - 84	02:32.37	02:32.67
05:33.27	05:48.64	Butterfly	200m	80 - 84	08:29.21	08:20.63
	01:36.75	Individual Medley	100m	80 - 84		02:01.68
03:44.90	03:44.38	Individual Medley	200m	80 - 84	04:46.81	04:44.23
09:03.40	09:32.70	Individual Medley	400m	80 - 84	12:12.56	12:08.47

South African Master Swimming Qualifying Times (SAQT) for Season 2026_27

Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:39.61	00:39.46	Freestyle	50m	85 - 89	00:49.55	00:50.96
01:34.80	01:33.02	Freestyle	100m	85 - 89	01:56.68	01:59.77
03:36.78	03:30.37	Freestyle	200m	85 - 89	04:20.49	04:12.17
08:18.21	08:19.37	Freestyle	400m	85 - 89	10:03.25	11:16.47
18:07.85	20:13.73	Freestyle	800m	85 - 89	21:35.00	24:36.56
43:26.24	39:41.27	Freestyle	1500m	85 - 89	42:49.07	41:48.28
00:49.86	00:48.70	Backstroke	50m	85 - 89	01:00.05	00:59.28
01:55.87	01:56.42	Backstroke	100m	85 - 89	02:17.51	02:18.50
04:22.50	04:35.27	Backstroke	200m	85 - 89	05:20.93	05:16.35
00:53.31	00:51.30	Breaststroke	50m	85 - 89	01:07.41	01:04.00
02:04.44	02:02.21	Breaststroke	100m	85 - 89	02:36.07	02:30.42
04:40.90	05:02.23	Breaststroke	200m	85 - 89	06:32.86	10:32.58
00:56.93	00:55.23	Butterfly	50m	85 - 89	01:28.67	01:22.16
02:52.36	03:02.21	Butterfly	100m	85 - 89	03:50.07	03:55.03
07:36.13	05:09.64	Butterfly	200m	85 - 89	07:48.10	05:53.10
	01:54.78	Individual Medley	100m	85 - 89		02:28.01
04:54.16	05:00.28	Individual Medley	200m	85 - 89	06:40.28	07:56.98
14:00.01	12:38.48	Individual Medley	400m	85 - 89	14:07.86	14:03.44
Long Course	Short Course	Event	Distance	Age	Long Course	Short Course
00:51.73	00:53.22	Freestyle	50m	90 - 94	01:05.94	01:09.64
02:15.54	02:15.05	Freestyle	100m	90 - 94	02:43.41	02:33.55
05:09.83	06:04.10	Freestyle	200m	90 - 94	06:33.96	
12:39.60		Freestyle	400m	90 - 94	12:20.21	
33:10.42		Freestyle	800m	90 - 94	27:11.90	
33:14.04		Freestyle	1500m	90 - 94	50:25.84	
01:05.09	01:04.91	Backstroke	50m	90 - 94	01:19.58	01:17.84
02:29.15	02:30.02	Backstroke	100m	90 - 94	03:15.45	02:28.18
05:27.90		Backstroke	200m	90 - 94	06:49.29	06:24.82
01:16.16	01:12.64	Breaststroke	50m	90 - 94	01:55.87	01:13.13
02:57.53	03:07.28	Breaststroke	100m	90 - 94	05:07.81	02:45.72
10:01.45		Breaststroke	200m	90 - 94	12:43.28	
		Butterfly	50m	90 - 94		
		Butterfly	100m	90 - 94		
		Butterfly	200m	90 - 94		
		Individual Medley	100m	90 - 94		02:37.57
		Individual Medley	200m	90 - 94	08:39.09	
		Individual Medley	400m	90 - 94		