

CARIFTA
SWIMMING
CHAMPIONSHIPS

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2003

MEET SUMMONS

**APRIL 19-21, 2003
KINGSTON, JAMAICA**

CARIFTA 2003 SWIMMING CHAMPIONSHIPS

1. DATE AND VENUE

DATE: APRIL 19-21, 2003
VENUE: National Stadium, Kingston Jamaica
GAMES VILLAGE: The Knutsford Court Hotel – New Kingston
POOL SPECIFICATIONS: 8 Lane 50 Meter Pool with Electronic Timing Systems
 8 Lane 25 Meter warm up pool

Friday, April 18	Arrival of teams		
	Technical Meetings	7:00 PM	Games Village
Saturday, April 19	Opening Ceremony	5:20 PM-5:50 PM	National Stadium
Monday April 21	Congress	12:30 PM-2:30 PM	Games Village
	Closing Ceremony	9:30 PM	Games Village
Tuesday April 22	Departure of Teams		

2. INVITED FEDERATIONS

- | | |
|-------------------------------|---------------------------------|
| 1. Antigua & Barbuda | 10. Guyana |
| 2. Antilles Guyane Francaises | 11. Jamaica |
| 3. Aruba | 12. Netherlands Antilles |
| 4. Bahamas | 13. St Lucia |
| 5. Barbados | 14. St Vincent & The Grenadines |
| 6. Bermuda | 15. Suriname |
| 7. Cayman Islands | 16. Trinidad & Tobago |
| 8. Dominica | 17. Turks & Caicos Islands |
| 9. Grenada | 18. US Virgin Islands |

3. COMPETITION RULES

The Competition will be conducted in accordance with FINA Rules 2002-2005 in force at the start of the competition.

In the preliminary heats of freestyle, breaststroke and butterfly events, the start will be “**over the top**”.

4. AGE GROUPS

Swimming:

- A. Competitors will compete in the following age groups:
 - 11-12 Female and Male
 - 13-14 Female and Male
 - 15-17 Female and Male
- B. The swimmers age group shall be determined by the age of swimmer as of midnight on 31st December 2002.

Synchronized Swimming:

- A. Competitors will compete in the following age groups:
 - 12 and Under Female
 - 13-15 Female
 - 16-18 Female
- B. A Synchronized Swimmers age group shall be determined by the age of swimmer as of midnight on 31st December 2003.

Water Polo:

- A. There will be a separate competition for male and female
- B. Competitors must be 18 years old or less on December 31, 2003. (At midnight).

5. ELIGIBILITY

- A. All Federations must be in good standing with FINA, proof of which shall be demonstrated in the form of a copy of the receipt for the FINA annual subscription fees.
- B. Competitors must either be a citizen of the country they represent or be resident in that country for at least 12 months immediately prior to the Championships.

6. PRELIMINARY ENTRIES

Preliminary Entries must be made using the Preliminary Entry form attached or the Form on the www.swimjamaica.com website. Preliminary Entries must reach the Chairperson of the Organizing Committee by Wednesday, 12th February 2003.

Amateur Swimming Association of Jamaica (ASAJ)
Organizing Committee CARIFTA 2003 Swimming Championships
National Stadium Pool
Independence Park
P.O. Box 15, Kingston 10
Jamaica
Fax (876) 702-1284
Email: asaj@cwjamaica.com

December 8, 2002

7. FINAL ENTRIES

The Final Entries must be submitted to the Organizing Committee by 4:00 PM Friday March 28, 2003. Entries may be submitted using Hy-Tek software. Final Entries must include the following details:

- A. Name, sex and age group of each swimmer
- B. Events being entered by each swimmer
- C. Time for seeding purposes (swimming only)
- D. Names of Team Officials and the position held by each official
- E. Names of qualified persons and capacity in which they are willing to officiate as Meet Officials.
- F. Passport size photographs of each swimmer as well as each team and meet official. Each photograph must have the individual's name and country on the back.
- G. A profile of each swimmer as well as team and meet official. Profiles should include National and International achievements.
- H. Details of arrivals and departure of all swimmers and team officials
- I. Include stamp and signature of President or Secretary of Federation. If using Hy-Tek software for swimming entries, a Team or Meet Manager printout may be substituted for the entry form. The President or Secretary of the Federation must sign the printout.

8. ENTRY RULES

SWIMMING:

- A. There will be a limit of 7 competitors in each sex per age group;
- B. There is no limit to the number of events per swimmer;
- C. No substitutions will be accepted after the final entries are submitted, except in relays;
- D. Each country will be limited to two (2) competitors per individual event and one (1) team per relay event;
- E. Individual events longer than 200 Meters will be Timed Finals. All other events will have preliminary heats with one final event.
 - ***In the case of the 400M Timed Final events, all heats except the fastest heat will be swum in the morning session. The fastest heat will be swum in the evening session.***
 - ***In the case of the 800 M female event and the 1500M male event for 13-14 and 15-17, all heats will be swum in the morning, with the fastest heats going first. Additionally, the 13-14 and 15-17 age groups will be swum together, with the results distinguished based on the age groups.***
 - **NB: Proof of times must accompany entries for events 400 M or longer. Entry times without proof will be entered as "No Time" (NT).**
- F. The eight (8) fastest swimmers in the preliminaries will qualify for the finals. The 9th and 10th fastest in each preliminary event will be designated as alternates for the finals
- G. Seeding for the preliminary events will be in accordance with FINA Rule SW3
- H. Any event containing eight (8) or fewer entries will automatically be a final

SYNCHRONIZED SWIMMING:

- A. Each country may enter two (2) solos, two (2) duets and one (1) team per age group;
- B. The team must comprise a minimum of four (4) and a maximum of eight (8) competitors;
- C. No competitor may participate out of her age group, even if it were in an older age group than that of the competitor.

WATER POLO

- A. Each country may enter no less than eight (8) and no more than thirteen (13) competitors per category;
- B. The specific team lineup for a given game must be in the hands of the water polo referee at least thirty (30) minutes prior to the scheduled start of the game.
- C. A competitor may participate in both water polo and swimming.

9. TEAM OFFICIALS

Each participating country may include in its Delegation, at the cost indicated in Section 11, the following officials:

SWIMMING:

- A. The size of the Team is limited to 30 swimmers and the number of officials per team will be determined as follows:
 - Two (2) team officials for 1 to 10 competitors;
 - Three (3) team officials for 11-20 competitors;
 - Four (4) team officials for 21-30 competitors;

SYNCHRONIZED SWIMMING:

- A. Delegations of four (4) competitors or less will be allowed one team official;
- B. Delegations of five (5) or more competitors will be allowed two team officials;
- C. Delegations will be allowed two (2) qualified judges in addition to the above.

WATERPOLO:

- A. Delegations of thirteen (13) competitors or less will be allowed two (2) team officials;
- B. Delegations of more than thirteen (13) but less than twenty-six competitors will be allowed three (3) team officials.
- C. Delegations will be allowed one (1) qualified referee in addition to the above.

NB: Teams from non English-speaking countries will also be entitled to one (1) additional official to serve as a translator (the Organizing Committee will endeavor to provide a bilingual Liaison Officer to each team as required);

10. REGISTRATION/ACCREDITATION PROCEDURE

- A. On arrival at the Games Village, delegations will be taken to the accreditation room;
- B. On registration:
 - Accreditation will be provided to each member of the official delegation;
 - Meet fees must be paid on arrival;
 - Swimmers' proof of age should be provided in the form of a passport or birth certificate;
 - The accreditation card must be carried at all times. The loss of an accreditation card must be reported to the Games Secretariat.

11. FEES

- A. Fees for the Championships are:
- i. Meet Fee – US\$40.00 per night per member of the Official Delegation (swimmers and team officials), including breakfast and dinner;
 - ii. Swimming Entry Fee – US\$2.50 per swimmer per event;
 - iii. Swimming Relay Entry Fee – US\$5.00 per event;
 - iv. Synchronized Swimming Entry Fee - US\$5.00 per Solo, Duet or Team;
 - v. Water-polo Entry Fee – US\$30 per team
 - vi. Transportation fee of US\$5.00 per day (US\$25.00 per team member for the period, April 18-22)

12. TECHNICAL MEETINGS

- A. Separate Swimming, Water Polo and Synchronized Swimming Technical Meetings will be held on Friday 18th April at 7:00 PM at the Games Village;
- B. At the technical meeting, the following activities will be undertaken:
- Review of swimming entries and times;
 - All scratches should be submitted in writing at these meetings;
 - Submission of nominees for the Jury of Appeal;
 - Synchronized Swimming Draw;
 - Water Polo – confirmation of game schedule;
 - Any other technical matters:

13. PROTESTS

All protests of the Referees decision must be submitted to the referee in writing within 30 minutes after the event, signed by the Team Manager of the delegation and accompanied by US\$25. If the protest is upheld the fee will be returned to the Delegation.

14. JURY OF APPEAL

- A. There shall be a Jury of Appeal to adjudicate all appeals against a Referee's rejection of a protest.
- B. Each country shall be entitled to nominate a representative to serve on the Jury of Appeal, such nomination to be submitted in writing at Technical Meeting on 18 April.
- C. The Jury of Appeal shall comprise 3 disinterested persons drawn from the pool of nominees submitted by each country.

15. SCORING AND AWARDS

PLACE	INDIVIDUAL
1	9
2	7
3	6
4	5
5	4
6	3
7	2
8	1

The points will be doubled for swimming relays and synchronized swimming duets and teams.

- A. Independent scoring will be kept in each discipline with the trophies awarded to the top three teams overall in each discipline;
- B. Medals will be awarded to 1st, 2nd and 3rd place in each event. In Synchronized Swimming, the places will be determined according to their score. See the Water Polo Programme information regarding the awarding of Medals for Water Polo.

16. OPENING OF POOL (Swimming)

The pool will be opened 90 minutes before the scheduled start of the session except prior to the Opening Ceremony (session 2) when the pool will be opened 90 minutes before the start of the Ceremony.

17. FLAGS AND ANTHEMS

- A. Each Delegation shall provide:
 - Two (2) flags of their country no larger than 4 feet by 6 feet;
 - A cassette tape or compact disc recording of their National Anthem.

18. CEREMONIES

- A. There will be a brief Opening Ceremony on the first day of the Championships, 19 April 2003 from 5:20 p.m. to 5:50 p.m. at the National Stadium Pool.
- B. There will be a Closing and Presentation Ceremony at the Games Village on 21 April 2003.

19. TRANSPORTATION

- A. Teams will be responsible for arranging their own transportation to and from Kingston and the cost thereof;
- B. Teams will be met at the Norman Manley International Airport. Transportation to the Games Village will be available for members of the Official Delegation;
- C. Official delegations will be transported from the Games Village to the Airport for departure at the end of the Championships
- B. At the start and end of each session, the Official Delegation will be transported between the Games Village and the National Stadium Pool.
- C. The Transport schedule will be published.
- D. Jamaican Departure Tax is JA\$1,000 (approx. US\$20) per person (normally included on the ticket).

20. ACCOMMODATION AND MEALS

- A. The Meet Fee of US\$40.00 includes accommodation and meals as outlined below from April 18-22, 2003.
- B. Each room will accommodate four (4) persons.
- C. Dinner will be provided on Friday April 18, 2003, Breakfast and Dinner will be provided from Saturday April 19, to Monday April 21 and breakfast on Tuesday April 22, 2003.
- D. Teams will be responsible for their own lunches.
- E. Breakfast and dinner will be served at the Games Village.
- F. Checkout time from the Games Village is 12 noon.

NOTE: The rates indicated above are valid only for the stated period (April 18- 22, 2003). The standard hotel rates will apply for early arrivals and late departures.

21. CONTACT INFORMATION

Mr. John Eyre
President, ASAJ
Chairperson, Organizing Committee, CARIFTA Swimming Championships 2003
P.O. Box 15, Kingston 10
Jamaica
Tel. (876)924-8356/919-4275/944-4725
Fax: (876) 754-7752 or 702-1284
Email: asaj@cwjamaica.com
Website: www.swimjamaica.com

Please monitor the ASAJ website for information updates.

22. SUPPORTERS

Supporters information, when available, will be posted on www.swimjamaica.com

COMPETITION PROGRAM - SWIMMING

<u>Session # 1</u>	DAY 1	April 19 - Start 9:00 AM			
Prelims	Event # 1/2	F/M	11-12	200 M	Free
Prelims	Event # 3/4	F/M	13-14	200 M	Free
Prelims	Event # 5/6	F/M	15-17	200 M	Free
Prelims	Event # 7/8	F/M	11-12	100 M	Fly
Prelims	Event # 9/10	F/M	13-14	100 M	Fly
Prelims	Event # 11/12	F/M	15-17	100 M	Fly
Prelims	Event # 13/14	F/M	11-12	200 M	Breast
Prelims	Event # 15/16	F/M	13-14	200 M	Breast
Prelims	Event # 17/18	F/M	15-17	200 M	Breast
Timed Finals	Event # 19/20	F/M	13-14	400 M	IM
Timed Finals	Event # 21/22	F/M	15-17	400 M	IM
Prelims	Event # 23/24	F/M	11-12	400 M	Relay-Free
Prelims	Event # 25/26	F/M	13-14	400 M	Relay-Free
Prelims	Event # 27/28	F/M	15-17	400 M	Relay-Free
<u>Session # 2</u>	DAY 1	April 19 - Start 6:00 PM			
Finals	Event # 1/2	F/M	11-12	200 M	Free
Finals	Event # 3/4	F/M	13-14	200 M	Free
Finals	Event # 5/6	F/M	15-17	200 M	Free
Finals	Event # 7/8	F/M	11-12	100 M	Fly
Finals	Event # 9/10	F/M	13-14	100 M	Fly
Finals	Event # 11/12	F/M	15-17	100 M	Fly
Finals	Event # 13/14	F/M	11-12	200 M	Breast
Finals	Event # 15/16	F/M	13-14	200 M	Breast
Finals	Event # 17/18	F/M	15-17	200 M	Breast
Timed Finals	Event # 19/20	F/M	13-14	400 M	IM
Timed Finals	Event # 21/22	F/M	15-17	400 M	IM
Finals	Event # 23/24	F/M	11-12	400 M	Relay-Free
Finals	Event # 25/26	F/M	13-14	400 M	Relay-Free
Finals	Event # 27/28	F/M	15-17	400 M	Relay-Free
<u>Session # 3</u>	DAY 2	April 20 - Start 9:00 AM			
Prelims	Event # 29/30	F/M	11-12	100 M	Back
Prelims	Event # 31/32	F/M	13-14	100 M	Back
Prelims	Event # 33/34	F/M	15-17	100 M	Back
Prelims	Event # 35/36	F/M	11-12	200 M	IM
Prelims	Event # 37/38	F/M	13-14	200 M	IM
Prelims	Event # 39/40	F/M	15-17	200 M	IM
Prelims	Event # 41/42	F/M	11-12	100 M	Free
Prelims	Event # 43/44	F/M	13-14	100 M	Free
Prelims	Event # 45/46	F/M	15-17	100 M	Free
Prelims	Event # 47/48	F/M	11-12	200 M	Fly
Prelims	Event # 49/50	F/M	13-14	200 M	Fly
Prelims	Event # 51/52	F/M	15-17	200 M	Fly
Timed Finals	Event # 53	F	13-14 & 15-17	800 M	Free
Timed Finals	Event # 54	M	13-14 & 15-17	1500 M	Free
Prelims	Event # 55/56	F/M	11-12	400M	Relay-Medley
Prelims	Event # 57/58	F/M	13-14	400M	Relay-Medley
Prelims	Event # 59/60	F/M	15-17	400 M	Relay-Medley

<u>Session # 4</u>	DAY 2	April 20 - Start 6:00 PM			
Finals	Event # 29/30	F/M	11-12	100 M	Back
Finals	Event # 31/32	F/M	13-14	100 M	Back
Finals	Event # 33/34	F/M	15-17	100 M	Back
Finals	Event # 35/36	F/M	11-12	200 M	IM
Finals	Event # 37/38	F/M	13-14	200 M	IM
Finals	Event # 39/40	F/M	15-17	200 M	IM
Finals	Event # 41/42	F/M	11-12	100 M	Free
Finals	Event # 43/44	F/M	13-14	100 M	Free
Finals	Event # 45/46	F/M	15-17	100 M	Free
Finals	Event # 47/48	F/M	11-12	200 M	Fly
Finals	Event # 49/50	F/M	13-14	200 M	Fly
Finals	Event # 51/52	F/M	15-17	200 M	Fly
Finals	Event # 55/56	F/M	11-12	400M	Relay-Medley
Finals	Event # 57/58	F/M	13-14	400M	Relay-Medley
Finals	Event # 59/60	F/M	15-17	400 M	Relay-Medley

<u>Session # 5</u>	DAY 3	April 21 - Start 9:00 AM			
Timed Finals	Event # 61/62	F/M	11-12	400 M	Free
Timed Finals	Event # 63/64	F/M	13-14	400 M	Free
Timed Finals	Event # 65/66	F/M	15-17	400 M	Free
Prelims	Event # 67/68	F/M	11-12	50 M	Free
Prelims	Event # 69/70	F/M	13-14	50 M	Free
Prelims	Event # 71/72	F/M	15-17	50 M	Free
Prelims	Event # 73/74	F/M	11-12	100 M	Breast
Prelims	Event # 75/76	F/M	13-14	100 M	Breast
Prelims	Event # 77/78	F/M	15-17	100 M	Breast
Prelims	Event # 79/80	F/M	11-12	200 M	Back
Prelims	Event # 81/82	F/M	13-14	200 M	Back
Prelims	Event # 83/84	F/M	15-17	200 M	Back
Prelims	Event # 85/86	F/M	11-12	200 M	Relay-Free
Prelims	Event # 87/88	F/M	13-14	200 M	Relay-Free
Prelims	Event # 89/90	F/M	15-17	200 M	Relay-Free

<u>Session # 6</u>	DAY 3	April 21 - Start 5:30 PM			
Timed Finals	Event # 61/62	F/M	11-12	400 M	Free
Timed Finals	Event # 63/64	F/M	13-14	400 M	Free
Timed Finals	Event # 65/66	F/M	15-17	400 M	Free
Finals	Event # 67/68	F/M	11-12	50 M	Free
Finals	Event # 69/70	F/M	13-14	50 M	Free
Finals	Event # 71/72	F/M	15-17	50 M	Free
Finals	Event # 73/74	F/M	11-12	100 M	Breast
Finals	Event # 75/76	F/M	13-14	100 M	Breast
Finals	Event # 77/78	F/M	15-17	100 M	Breast
Finals	Event # 79/80	F/M	11-12	200 M	Back
Finals	Event # 81/82	F/M	13-14	200 M	Back
Finals	Event # 83/84	F/M	15-17	200 M	Back
Finals	Event # 85/86	F/M	11-12	200 M	Relay-Free
Finals	Event # 87/88	F/M	13-14	200 M	Relay-Free
Finals	Event # 89/90	F/M	15-17	200 M	Relay-Free

COMPETITION PROGRAM - SYNCHRONIZED SWIMMING

A. The synchronized swimming program will be in accordance with that set forth in the FINA age group rules. The order and development of the competition will be determined according to the number of participants in each category.

B. The figures competition will be conducted at a suitable pool to be determined.

SATURDAY - APRIL 19, 2003		
TIME	DESCRIPTION	AGE GROUP
8:00 – 10:00 AM	FIGURES	ALL
14:45-16:15 (TBC)	SOLO	ALL

SUNDAY - APRIL 20, 2003		
TIME	DESCRIPTION	AGE GROUP
8:00 – 10:00 AM	FIGURES	If required
14:45-16:15 (TBC)	DUET	ALL

MONDAY - APRIL 21, 2003		
TIME	DESCRIPTION	AGE GROUP
8:00 – 10:00 AM	FIGURES	If required
14:45-16:15 (TBC)	TEAM	ALL

TBA – Time of competition is To Be Advised once the numbers of entries have been confirmed.

COMPETITION PROGRAM - WATER POLO

- A. The competition system will be based on the number of participating teams. Provisionally, games will be played between 12:00 and 2:30 PM.
- B. In the event that only two teams participate, the Championship will be decided in a three game series. The first team to win two games will be awarded the Gold Medal.
- C. If more than two (2) teams participate, a single round robin will be played. The standings will be determined by awarding two (2) points per win and one (1) per tie. The Team with the most points will be awarded the Gold Medal, second the Silver etc. In the event that the teams are tied on points, the winner of the game between those two teams will determine the placing. In the event that the teams played to a tie, the team with the better goal average will award the higher placing.
- D. The final competition programme will be determined at the technical meeting on April 17, 2003. As the playing time is very limited during the three competition days presently scheduled, an evaluation will be completed after the Organization Committee has received the preliminary entries. If changes become apparent due to the number of entries, the affected Federations will be consulted.
- E. For all categories the ball that will be used shall be one that satisfies the technical requirements of FINA. The Organizing Committee will select the ball.

**CARIFTA 2003 SWIMMING CHAMPIONSHIP
PRELIMINARY ENTRY FORM**

The preliminary entry form must be returned to the ASAJ, Organizing Committee, CARIFTA Swimming Championships, no later than **12th February, 2003**.

(Please type or print in block letter)

Name of Federation: _____

Contact Person: _____

Country: _____

Address: _____

Phone No.: _____ Fax No: _____

Email Address: _____

Our Delegation will comprise:

SWIMMING

	11-12	13-14	15-17	TOTAL
Female				
Male				
Team Officials				
SUB-TOTAL				

SYNCHRONIZED SWIMMING

	12 & Under	12-15	16-18	TOTAL
Number of swimmers				
Number of Solos				
Number of Duets				
Number of Teams				
Team Officials				
SUB-TOTAL				

WATER POLO

	18 & Under
Female	
Male	
Team Officials	
SUB-TOTAL	

Date: _____

Stamp and Signature of President or Secretary of Federation: _____

December 8, 2002