



## **NATIONAL CHAMPIONSHIPS**

## **COMPETITION MANAGEMENT**

## **1. Introduction**

This guide has been written to provide event personnel with clear and concise rules and guidelines to assist in the conduct and management of national championships. It is a set of guidelines for well motivated and highly interacting people committed to conducting a most enjoyable and successful competition.

It includes an ideal management committee covering all areas from finance through administration to promotion. In many ways publicity can be the cornerstone to the success, bringing public awareness, image and attendance.

Both ADA and FINA rules and regulations are included with explanation of duties for all event personnel.

Charts, checklists, tips and standardised forms will aid in the smooth and uniform running of events.

While the content of this volume may well be adapted to suit a variety of types of competitions, it is primarily designed for the conduct of national championships.

1.1	Types of Competition	Responsibility
	Olympic Games	IOC
	World Swimming Championships	FINA
	World Diving Cup	FINA
	Commonwealth Games	ACGA
	FINA Grand Prix Events	FINA/DA
	Fox Sport Challenges	DA
	Australian Open Championships	DA/Host State
	Australian Junior Championships	DA/Host State
	Australian Open Trials	DA/Host State
	Australian Junior Trials	DA/Host State
	Australian Junior Challenge	DA/Host State
	Others as deemed desirable by DA Executive	

## **2. AIM and OBJECTIVES**

### **2.1 AIM**

To run an effective and successful competition

### **2.2 OBJECTIVES**

- q To create an awareness of Diving Australia in the wider community and to use the event as a means of promotion and increased participation in the sport.
- q To care for the welfare of the participants and ensure that they enjoy the experience by creating a fair and equitable environment for all.
- q To involve a wide cross-section of the Australian diving community and create opportunities which will allow the enhancement of technical skills and personal improvement.
- q To provide opportunities for DA and the host state to be creative and innovative in the organisation of the event and to make a profit.
- q To allow Diving Australia and host state representative teams to be seen at their best by the home audience.

### **3. MANAGEMENT STRUCTURE**

#### DA EXECUTIVE

#### DA EXECUTIVE DIRECTOR

#### MEET DIRECTOR

#### ORGANISING COMMITTEE CONVENORS OF SUB-COMMITTEES

### **3.1 The Organising Committee**

An ideal Organising Committee would:

- q Be specifically set up for the task of running the competition, independent of the state association or national executive
- q be small enough to function effectively, but large enough to spread the essential work without overloading any particular member
- q commence initial planning two years prior to the event with the major organisation in the 12 months prior to the competition
- q set up sub-committees – delegating various tasks to create more opportunities for all members to feel a sense of involvement in the success of the competition
- q have clearly defined areas of control with specific tasks spelt out
- q have regular meetings with written records of decisions and actions taken
- q have an organisational plan which is updated as the need arises during event preparations and is evaluated after the event
- q identify the focus for accountability – while the organising committee is required to provide direction and co-ordination for the competition, it is important there should be a focus on one person who has the authority and responsibility to make things happen and there can be held accountable.

### **3.2 Meet Director**

- q The host state shall appoint a Meet Director to co-ordinate and supervise the entire management of the competition.
- q The Meet Director will liaise closely with the DA Executive Director and Convenor of the Organising Committee.

### **3.3 Convenor of Organising Committee**

The host state shall appoint a Convenor to:

- q arrange and preside over regular meetings of the Organising Committee
- q liaise with and co-ordinate the activities of the individual sub-committees
- q ensure all tasks are completed within the timeframes desired

### **3.4 Sub-Committees**

#### 3.4.1 Finance and Marketing

- q Establish scope of responsibility for DA Executive Director
- q Budget and financial transactions
- q Sponsorship
- q Uniform for officials
- q Merchandising
- q Programme

#### 3.4.2 Event Administration

- q Competition facilities / equipment
  - q Computers and scoreboards
  - q Signage
  - q Marshalls
  - q Protocol / ceremonies / flags
- 3.4.3 Promotion and Media
- q Media liaison
  - q Press conferences / releases
  - q Publicity
  - q Opening and closing ceremonies
  - q Invites to VIPs
  - q Ticket sales
- 3.4.4 Hospitality and Functions
- q Officials / room and cater
  - q VIPs / seating and cater
  - q General meetings / cater
  - q Opening / closing functions
  - q DA official dinner
  - q Other functions
- 3.4.5 Team Liaison
- q Pre-event information / communication
  - q Arrival information booklet / package
  - q Ongoing information / newsletters
  - q Goody bags
  - q Medical / First Aid service
  - q Interpreters
- 3.4.6 Office Administration
- q Office and equipment
  - q Meet preparation
  - q Event preparation
  - q Result preparation

<b>4. AREAS OF RESPONSIBILITY – SPECIFIC TASKS</b>
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This section includes checklists for each sub-committee area.

**4.1 Finance & Marketing**

4.1.1 Budgeting and Finance

Budgeting is critical to any event. Close liaison between organising committee and DA Executive Director is necessary.

A detailed budget outlining expenditure and anticipated income should show items such as:

Expenditure	Income
- venue hire	- grants
- venue requirements	- sponsorship
- ceremony	- event fees
- trophies / medals	- pool passes
- promotion	- ticket sales
- media expenses	- programme / result sales
- VIP expenses	- merchandising sales
- entertainment	- function sales
- gifts / souvenirs	- fundraising

- functions
- catering
- accommodation
- travel
- office supplies / equipment
- programme
- printing
- personnel remuneration
- accreditation
- security
- insurance
- merchandising costs
- consumable items

The Convenor of each sub-committee should submit individual proposed and actual budgets to aid in the compilation of this overall one.

- q Receive invoices and accounts pertaining to event
- q Arrange payment of accounts
- q Co-ordinate receipts
- q Prepare complete financial statements

#### 4.1.2 Sponsorship

- q Liaise closely with DA Executive Director to avoid sponsorship clashes and determine sponsorship possibilities
- q Actively seek and service sponsors
- q See attached generic sponsorship proposal – appendix 9.5.11

Points to remember:
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- \* Determine sponsorship requirements
- \* Prepare sponsorship proposals
- \* Identify potential sponsors
- \* Present proposals
- \* Negotiate sponsorship deals
- \* Finalise deals and implement agreed benefits
- \* Most important to honour all conditions of agreement

- q Identifying a possible sponsor
  - advise in media
  - word of mouth – diving personnel connections
  - seek public relations and advertising agencies
  - talk to other sports
  - target a select number of potential clients

Points to remember:
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- \* Know what you are selling
  - \* Emphasise the sport as a growth industry
  - \* Emphasise the healthy aspects
  - \* Explore the possibility of major and minor sponsorships and/or a sliding scale of options or events
  - \* Have up to date information and results on participants at your disposal
- q Servicing a sponsor

When a sponsor has been secured for an event, ensure that they are adequately serviced by:

- arranging an official launch and major sponsorship announcement involving the CE of sponsor
- invite all other appropriate sponsor personnel
- invite Federal/State Minister responsible for sport
- ensure that relevant sporting identities and national and state representatives are present
- if clothing is part of the deal, that all recipients wear it to launch and to other functions where sponsors are present or involved
- keep sponsors updated with results, performances etc
- constantly review and evaluate:
  - are you delivering the goods?
  - what can you do better?
- Remember – *Thank you* letter to all concerned

#### 4.1.3 Clothing for volunteers

- q When sponsorship or funds allow it would be desirable to provide clothing for volunteers
- q Provide team liaison with information on clothing available

#### 4.1.3 Merchandising

- q Decide on promotional merchandise, eg. T-shirts, towels, bags, chamois etc
- q Co-ordinate and supervise the production and sale of promotional merchandise
- q Provide team liaison with information for distribution to participants

#### 4.1.5 Programme

- q Liaise with Office Administration Committee to ensure benefits agreed to with sponsors (ie. naming rights / advertisements) are included in the programme.

**Prepare report for EVALUATION process**

**Remember to THANK all of your  
VOLUNTEERS**

## 4.2 EVENT ADMINISTRATION

- q Responsible for all venue and poolside areas
- q Prepare a proposed budget for submission to Finance & Management Committee

### 4.2.1 Competition Facilities / Equipment

- q Liaise with Convenor of Organising Committee to book:
  - q pool
  - q event office
  - q officials room
  - q meeting room
- q check physical facilities to ensure they meet requirements:
  - q boards
  - q platform surfaces
  - q judges chairs
  - q lighting
  - q table & chairs
  - q warm shower and/or spa in close proximity to the competition area
- q liaise with pool administration re:
  - q warm-up area for competitors
  - q first aid availability
  - q seating for competitors and officials, VIPs and spectators
  - q notice boards
  - q adequate change rooms
  - q security
  - q toilet facilities (including suitable drug testing area)
  - q availability to 'fence off' as required
  - q assess availability for disabled access
- q produce 'mud map' for pool detailing;
  - q all areas – administration, committee, participants
  - q locations of facilities
  - q assembly points
- q provide pool administration with timetable and programme detailing
  - q requirements
  - q chain of command re contacts for specific areas
- q establish cleaning responsibilities
- q an outdoor venue would have additional requirements:
  - q shelters for competitors, officials, VIPs
  - q sun protection

### 4.2.2 Computers and scoreboard equipment

- q Ensure electronic scoring equipment is in good working order well before event, ie. key pads, computer input and scoreboard
- q check all equipment one hour before commencement of each day's programme
- q be familiar with basic operations
- q be aware of procedures to follow if malfunctions occur
- q ensure manual scorecards / number board and operators are readily available
- q computer – suitably programmed – liaise with office administration – required for compilation of results (preferably on pool deck at same time as manual table), additional screens, relating progressive results to spectators / media
- q ensure an additional computer is available to handle printout of results and printing of judges analysis

- q liaise with office administration
- q if computerised scoreboard is not an option, judges flash cards and manual dive number board shall be used
- q every endeavour should be made to keep the spectators informed of the progress of the competition by announcements of progress of dive scores or via a manually operated scoreboard on pool deck.

#### 4.2.3 Signage

- q assign responsibility for erection, maintenance and removal of all signage
- q liaise with pool administration re any signage limitations and availability
- q liaise with DA Executive Director on:
  - q priority of signage
  - q positioning for television coverage
  - q relocation of signage for different event
- q liaise with Finance & Marketing Committee re sponsorship requirements

#### 4.2.4 Marshalling of teams

- q Appoint chief marshall to co-ordinate marshalling in the following areas:
  - q opening ceremonies
  - q introduction of competitors for events
  - q medal presentations
  - q closing ceremony
- q ensure marshalls have clear understanding of program and event procedures
- q marshalls to perform usher duties during events
- q liaise with Office Administration to produce schedule for marshalls

#### 4.2.5 Protocol / Ceremonies / Flags

- q appoint protocol and ceremonial officer
- q ensure information on procedures for protocol applicable to competition is widely distributed:
  - q order of teams for march on
  - q procedure for medal presentations
  - q order for introduction of VIPs etc
  - q music – suitable and varied (ensure powers points, equipment, etc)
  - q operator available to co-ordinate with marshall and the announcer to ensure availability of tapes/recordings of national anthems for victory ceremonies
- q ensure set-up of presentation area:
  - q dais
  - q carpet
  - q indoor plants
  - q sponsor's signage
  - q appropriate fencing
- q ensure the following are in place for medal presentations:
  - q medals on cushions
  - q medal attendants in pre-arranged uniform
  - q presenters sheet given to announcer (including bio of presenter and/or sponsor information)
- q liaise with Promotion & Media Committee for requirements for opening and closing ceremonies
- q provide identification banners for teams in march on
- q display Australian and state flags

**Prepare final BUDGET**

**Prepare report for EVALUATION process**

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### 4.3 PROMOTION & MEDIA

- q Responsible for all areas involving media and the promotion of the event
- q Prepare a proposed budget for submission to Finance & Marketing Committee

#### 4.3.1 Media Liaison

- q develop a list of specific contacts for local and regional media
- q provide information packages in advance to media including:
  - q highlights of sport
  - q record of event
  - q past results
  - q divers profiles
  - q interesting information re previous events and historical information
- q organise appropriate facilities for media at venue
- q provide knowledgeable personnel to service media
  - q including programmes
  - q progressive results
  - q days events and upcoming activities
- q ensure access for media to:
  - q competition areas
  - q competitors, coaches & officials
  - q management

#### 4.3.2 Press Releases / Conferences

- q develop timetables / schedules for regular press releases and specific press conferences
- q identify media opportunities within diving
  - q unusual achievements
  - q past achievers
  - q human interest stories
- q ensure the following are supplied on a daily basis to the media:
  - q continuous results
  - q major competition happenings
  - q regular event updates

#### 4.3.3 Publicity & Promotion

- q Develop a plan to publicise and promote the event including:
  - q logo
  - q colour theme
  - q mascot
  - q theme for event
  - q incorporation of logo and theme on stationery and merchandising products
  - q brochures and posters
- q The event can be promoted in the following ways:
  - q distribution of brochures and posters as widely as possible
  - q erection of signage on roadside and in carpark
  - q conduct letterbox drops
  - q free tickets to schools, hospitals, homes for the elderly, disadvantaged groups etc
  - q free pass promotion on radio stations and in newspapers
  - q displays for venue entrance and shopping centres
  - q event information on notice boards

#### 4.3.4 Opening Ceremony

- q An opening ceremony when scheduled at the commencement of the competition will only include:

- q a march-on and introduction of competitors (& officials)
- q welcome by host
- q speech to 'Open' by invited guest
- q National Anthem (live or recording)
  
- q An opening ceremony which is conducted separately to the competition has the potential to be a highlight of the event and provide the opportunity to be spectacular to promote local or unique culture, to create a memory for spectators and participants could include:
  - q a march-on and introduction of competitors (and officials)
  - q welcome by host
  - q speech to 'Open' by invited guest
  - q National Anthem (live or recording)
  - q could include entertainment, eg. Diving display, clown diving, local talent, etc
  - q decorations – balloons, streamers, etc
  
- q Liaise with Event Administration Committee for following requirements:
  - q VIP seating area
  - q Official party location, microphone / music / banner carriers to lead teams
  
- q Produce timetable for stages of ceremony
- q Invite VIPs & guests to open (liaise with ED)
- q Ensure personnel available to meet, greet, seat and entertain
- q Provide programme for VIPs and guests
- q Ensure include on posters, promos, ticketing etc

**Prepare final BUDGET**

**Prepare report for EVALUATION process**

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#### 4.4 HOSPITALITY & FUNCTIONS

- q Responsible for the catering areas involved with the competition, hospitality and functions.
- q Most often this portfolio is shared by at least two people:
  - q one co-ordinating hospitality (1,2 & 3)
  - q one organising functions (4,5 & 6)
- q Prepare a proposed budget/s for submission to the Finance & Management Committee

##### 4.4.1 Officials

- q Responsible for supply of refreshments to officials:
  - q light refreshments – tea, coffee, water etc to be available at appropriate times to suit those officiating during competitions
  - q lunches for those officials working on each day
  - q cold drinks to all officiating in an event – especially during long programmes
- q Provide suitable room/area for officials to leave personal items and to change clothing

##### 4.4.2 VIPs

- q Liaise with Event Administration for suitable seating/areas to view competition etc
- q Liaise with Promotion & Media for expected numbers and times of attendance and provide appropriate refreshments to suit
- q Liaise with Promotion & Media re any refreshments requirements for media

##### 4.4.3 General Meetings

- q Liaise with DA Executive Director/Meet Director re refreshments at meetings:
  - q time
  - q numbers
  - q requirements

##### 4.4.4 Opening/Closing Functions

- q Determine appropriate functions
- q Opening/welcome event often casual for 'get to know'/meet and greet
- q Closing celebration/farewell event relevant to participants, ie. disco for juniors, dinner dance etc
- q Arrange and co-ordinate
  - q Venues
  - q Requirements
  - q Ticketing
  - q Sales etc

##### 4.4.5 ADA Official Dinner

- q Liaise with DA Executive Director concerning:
  - q requirements
  - q timing
  - q format
  - q venue
- q liaise with DA Executive Director & Promotion & Media re:
  - q guest lists
  - q protocol
  - q sponsor requirements
- q arrange and co-ordinate:
  - q venue

- q requirements
- q ticketing
- q sales etc

#### 4.4.6 Other Functions

- q It may be desirable to organise other functions to cater for participants
  - q fundraising
  - q meals
  - q BBQs
  - q Excursions etc
  
- q Liaise with Team Liaison to include all information re functions in all pre-promotional packages and during the event to all competitors, officials and other participants.

**Prepare final BUDGET**

**Prepare report for EVALUATION process**

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## 4.5 TEAM LIAISON

- q Responsible for the provision of information to, and servicing of, ALL involved in the competition.
- q Prepare a proposed budget for submission to Finance & Management Committee

### 4.5.1 Pre-Event information/communication

- q Information is required well in advance (6-12 months) of the actual event and should include:
  - q formats
  - q timetables
  - q dates
  - q training times
  - q entry conditions
  - q parking
  - q accommodation availability (costs, proximity to venue)
  - q billeting provisions
  - q transport/travel available
  - q details of functions, meetings, forums
  - q accreditation procedures

### 4.5.2 Arrival Information Booklet/Package

- q These booklets or packages should contain all the information required by all involved in the events. It should include:
  - q finalised programme, with training times, starting times for events, elimination & finals
  - q meetings – venues & times
  - q ceremonies – requested procedures to follow
  - q functions – dates, times, costs, dress etc
  - q medical/first aid – addresses, contacts of local/suitable providers – pool contact point
  - q seating, refreshments, merchandise, VIP areas
  - q dive box, office area, notice boards
  - q MUD MAP showing all locations
  - q tourist attractions, local activities, eating places
  - q location of amenities, laundromats – where & when
  - q dive sheets & procedures
  - q officials – dress, duties and provisions
  - q media re expectations & requests
  - q meal times if applicable
  - q transport times – availability & timetables
  - q key personnel – names, contact numbers etc
  - q venue address & telephone number

### 4.5.3 Ongoing Information/Newsletters

- q Information should provide updated, daily information through:
  - q bulletins
  - q notice boards
  - q announcements
  - q newsletters
  - q results to team management

### 4.5.4 Goody Bags

- q These handout bags are optional and may include samples from sponsors, gifts, souvenirs, vouchers etc

### 4.5.5 Medical/First Aid

- q Be aware of venue procedures, requirements and availability for first aid/injury treatment
- q Supply contact points of doctors, hospitals, physiotherapists, massage therapists, sport injury clinics
- q Clearly convey steps to follow in the event of an accident

#### 4.5.6 Interpreters

- q Supply when relevant

**Prepare final BUDGET**

**Prepare report for EVALUATION process**

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#### 4.6 OFFICE ADMINISTRATION

- q Responsible for the management of the recording (paperwork) of the competition
- q Prepare a proposed budget for submission to Finance & Marketing Committee

##### 4.6.1 Office and Equipment

- q Liaise with Event Administration for provision of room for office and ensure necessary equipment available:
  - q computers (preferably two) and at least one printer
  - q meet management software
  - q typewriter or laptop computer & accessories (backup)
  - q photocopier + 2 spare toners
  - q photocopy paper – 30 reams
  - q phone
  - q facsimile
  - q 1 desk, 3 tables, 6 chairs
  - q urn, tea/coffee making facilities, refrigerator
  - q notice boards
  - q dive box
- q Provide table recording requirements:
  - q calculating cards
  - q black pens, whiteout, highlighters, stapler, staples, remover
- q Ensure general stationery items available, including:
  - q Event folders, manilla folders, plastic pockets, coloured paper, adhesive tape, making tape, string, ribbon, blue tack, bulldog clips, paper clips, envelopes – large & small, elastic bands, drawing pins, post-it pads
- q Prepare specific meet requirements – refer Appendix 9.5 – including DA's official:
  - q entry form
  - q dive sheets – prepared with appropriate sponsor logo
  - q letterheads, fax sheet, media releases – liaise with Promotions & Media
  - q progressive sheet
  - q envelopes or pidgeon hole fixture for delegate information
  - q blanks for judges panel selection appoints
  - q result sheets
  - q medal presentation form
  - q event folders – labels, checklists
  - q pool passes, accreditation – prepare and distribute
  - q degree of difficulty sheets, degree of difficulty formula
  - q participation/appreciation certificates
- q Liaise with Hospitality & Functions Committee and assist with tickets, posters, information

##### 4.6.2 Meet Preparation

- q Liaise with Executive Director re details and distribution of entry forms and closing dates, etc
- q Compile entries and conduct public draw for dive order
- q Prepare programmes (liaise with Finance & Marketing re sponsor agreements) which include:
  - q programme of events, timetable
  - q welcome from President
  - q competition conditions
  - q events with competitors in dive order

- q spectator's guide to diving
- q advertisements, sponsors, thank you etc
- q words to 'Advance Australia Fair'
  
- q Arrange for distribution of complimentary copies of programme to:
  - q Executive members
  - q Executive Director
  - q Chief Referee
  - q National Technical Officials Co-ordinator
  - q Office Administration
  - q Promotion & Media for sponsors and VIPs
  - q Finance & Marketing for sponsors and VIPs
  - q State Association delegate
  
- q Co-ordinate sale of programmes
  
- q Arrange delegates' communication system – in a convenient position to all – refer appendix 9.5
  
- q Prepare event folders – refer appendix 9.5
  
- q Type judges panels – include Jury of Appeal – and provide copies for
  - q notice boards
  - q delegates
  - q reduced copy for each official with their events highlighted
  
- q Post to office notice board
  - q events – start lists for withdrawals
  - q officials panels for changes
  - q details of functions
  - q details of meetings
  - q timetables
  
- q Post to general noticeboard
  - q programme of events, timetables
  - q details of functions, meetings, deadlines
  - q judges and officials panels
  - q daily results
  
- q At announcement point (microphone)
  - q timeframes – timetable, warmups, medal presentations
  - q presentation procedures
  - q referee/announcer requirements
  
- q Provide marshalls with schedule of required procedures
  
- q Liaise with all other committees re assisting with production of any of their specific requirements, ie:
  - q information to delegates
  - q notice boards
  - q daily newsletter
  - q announcements
  - q invitations
  
- q Provide secretarial service to convenors and DA Executive

#### 4.6.3 Event Preparation

- q clear dive box 24 hours prior to commencement of next day's events
- q prepare event folders with dive sheets as set out in DA Rules 5.3

- q ensure judging changes are noted on the event folder and the computer operators informed
- q provide information on presenters and sponsors for medal presentations
- q at the completion of the event, attach progressive sheet to one set of dive sheets to be retained as record for DA
- q return dive sheet from original set to diver via delegates communication system
- q co-ordinate distribution of certificates

#### 4.6.4 Result Preparation

- q If competition is manual – type results
- q If competition is computer recorded – print out results
- q On completion of event, provide copies to:
  - q notice boards
  - q delegates communication system
  - q media
  - q DA Executive Director
- q Prepare ‘Results Booklet’
- q Copies to:
  - q DA Executive members
  - q Executive Director
  - q State delegates
  - q DA Selection Committee
  - q ADCA
  - q DA High Performance Manager
  - q AIS
  - q State High Performance Centres
- q Liaise with Promotions & Media and Finance & Marketing re copies for sponsors etc
- q Take orders (in advance if possible) for sale to members
- q Accumulate an administration file of all relevant aspects of competition

**Prepare final BUDGET**

**Prepare report for EVALUATION process**

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## 5. DIVING AUSTRALIA RULES

### 5.1 ADA RULES GOVERNING NATIONAL CHAMPIONSHIPS

1. All national and international championships are the property of Diving Australia Inc.
2. Australian Diving Championships shall be subject to Part V and Part VIII of the rules of the Federation Internationale de Natation Amateur (see appendix ??)
3. Annual competitions will include:
  - q Australian Diving championships      between March – May
  - q National Challenge                      between August – October

Where possible, competitions will be scheduled in school holidays which are common to most states.

4. ADA Championships will rotate as follows:
  - q Australian Diving Championships:
  
  - q National Challenge

**THE OAP MANAGEMENT COMMITTEE MAY RECOMMEND CHANGES TO THE ROTATION TO BEST SUIT THE SELECTION OF TEAMS FOR SPECIFIC MAJOR EVENTS.**

5. For divers to be eligible to compete in National Championships, divers:
  - q must be Australian Citizens or have been resident in Australia for a continuous period of at least two years
  - q must be a financial member of Diving Australia Inc.
  - q must have achieved DA qualifying standards (see attached)
  - q must pay registration and entry fees
  - q must be entered through the state association with which they are registered
  - q will compete in age groups as determined by age of diver as at 31 December of the year of competition (FINA ruling)
  - q may dive by invitation if they are not Australian Citizens but must gain permission of the OAP Management Committee.
6. Qualification for Championships
  - q Qualifying points as set by the DA (OAPMC / DA Selection Committee) must be achieved in a state championships or a state endorsed or national event during the preceding competition calendar year (see appendix ??).
  - q To qualify for 3 metre and 10 metre open events, divers must achieve the final score (combination of compulsory and optional dives) to qualify for national championships.
  - q Qualification for open events must be achieved in open events only.
  - q Qualification for a junior events must be achieved in the age group event entered in or above.
7. Entry information for competitions

- q The host state shall circulate to state associations at least two months prior to the commencement of the competition information which shall include:
    - q DA entry forms
    - q closing date for entries
    - q competition fees
    - q programme of events
  - q State associations will return:
    - q one copy of the entry form to the DA office with a single cheque to cover all fees by the advertised closing date
    - q one copy of the entry form to the state association hosting the event by the advertised closing date
  - q Verification of eligibility, ie. financial, age group qualification and proficiency qualification should accompany entry
  - q Proof of age / birth certificate should accompany junior entries if the diver has not been registered previously.
8. Order of Diving
- q The order of diving shall be determined by a ballot conducted in public at an advertised time and venue.
  - q The programme should list divers in their balloted order of diving.
9. Uniforms for Officials
- q All officials participating in DA events will be required to wear:
    - q the DA 'Officials' polo shirt
    - q white shorts, long trousers/skirt
    - q white shoes and socks
10. Judging panels
- q To officiate at DA national events all officials must:
    - q pass the DA judges examination with the appropriate percentage pass for each section as set by the DA Technical Officials Co-ordinator
    - q be qualified at the appropriate level of accreditation for the event according to the official grading list.
  - q To officiate at an international meet in Australia, an accredited official shall be one who has had a minimum of four national championship appointments and attained a level 5 or 6 grading.
  - q To officiate at a national championships, an accredited official shall be one who has had a minimum of four state championship appointments and attained a level 4, 5 or 6 for open events, level 3, 4 5 or 6 for junior events and level 3a, 3, 4 5 or 6 for 12/13 and 11 and under events.
  - q Seven judges will be used for DA national competitions.
  - q Competition officials for national competitions shall be appointed by an DA committee consisting of:
    - q DA Executive member responsible for Officiating (Chair)
    - q DA Technical Officials Co-ordinator
    - q Chief Referee for the event
    - q 1 x selector
    - q 1 x level 5 judge

- q Officials wishing to officiate at national competitions shall indicate the events they are available for on the DA availability form (see appendix 9.5)
- q Officials unable to fulfil their obligations should notify both the chief referee and the event referee as soon as possible, so the necessary replacements can be made.
- q State Associations should indicate when supplying lists of officials for national championships those judges seeking accreditation for the first time.
- q Judging panels are to be posted on the concourse at least twenty-four hours prior to the commencement of the first event.

11. The ADA Jury of Appeal shall consist of:

- q The DA Executive Director
- q Chief Referee for the event
- q DA Technical Officials Co-ordinator
- q 2 x representatives from state associations

12. Protests & Appeals

All protests and appeals will be dealt with according to FINA rule GR 10.3.