



# **SINGAPORE** **AQUATICS**

**SWIMMING TECHNICAL OFFICIAL  
REQUEST PROCEDURE**

**AFFILIATES**

*As of 1 January 2025*

# SANCTIONED MEETS TIERS

Table A	Tier 1	Tier 2	Tier 3	Tier 4
<b>Type</b>	World Aquatics International Meets & SAQ National Selection Meets	Other SAQ National Meets, IHLs, MOE, SNG	Club Meets	*Non - Sanctioned Meets
<b>Examples</b>	World Aquatics SWC, SNSC, SNAG	Swim Series, IVP, School Nationals, JIC, Pesta Sukan, SSPA	SSPA, Club Meets	Internal Club Time Trial
<b>Objective</b>	Qualification to Major Games / Target Meets (OG, FINA WC, AG, SEAG, etc)	<ul style="list-style-type: none"> <li>Preparatory Meets</li> <li>National Record-Breaking Purposes</li> </ul>	Local Qualification Meets for invitation National Meets	Timings cannot be used for qualification into national meets. (Option for observed meet for a fee per swimmer)
<b>Proposed Number of TOs</b>	Full Complement (43 TOs)	MD x 1 Ref x 1 ST x 1 JS x 4 IT x 8 ( 4 at start & 4 at turns) <b>Min: 15 TOs</b> *Not including COC and CRS	Ref x 1 ST x 1 JS x 2 <b>Min: 4 TOs</b> Organiser to provide volunteers as backup timekeepers (1 per lane) *Not including COC and CRS	<b>(01 x TO for observed meet)</b> (Remarks: TO Charges to organiser to be set higher for observed meet)
<b>Timing System</b>	Electronic Timing System	Electronic Timing System	Semi Electronic Timing System (For eg; Dolphin System)	Hand Held or Semi- Electronic Timing System
<b>Requirements</b>	SAQ Online Membership Registration	SAQ Online Membership Registration	SAQ Online Membership Registration (Times added to National Database)	*SAQ Online Membership Registration (Times added to un-sanctioned Database)

# SANCTIONING MEET FEES

Sanctioning Fee per Meet: **\$218** (excluding TO cost below)

<i>Table B</i>	<b>Weekday (8.00am to 6.00pm)</b>	<b>Weekday (6.01pm onwards)</b>	<b>Weekend +Public Holidays (Whole Day)</b>
<b>Revised Rate per TO from 1 Jan 2021 *Per Session (Inclusive of 9% GST)</b>	<b>\$65.40</b>	<b>\$43.60</b>	<b>\$43.60</b>

*\*Earliest Session Start Time: 8.15am. Anything earlier will be subject to a \$20 transportation charge per TO. One session is of a maximum of 4 hours, 30 minutes. Anything beyond 4 hours 30 minutes will be charged based on table C.*

# SANCTIONING MEET FEES – MISCELLANEOUS COSTS

**Extension Surcharge Rates  
Table C**

<i>Officiating Duration</i>	<b>Weekday (8.00am to 6.00pm)</b>	<b>Weekday** (6.01pm onwards)</b>	<b>Weekend +Public Holidays (Whole Day)</b>
4 hours 31 mins to 5 hours	<b>\$98.10 per technical official (1.5 x rate)</b>	<b>\$65.40 per technical official (1.5 x rate)</b>	<b>\$65.40 per technical official (1.5 x rate)</b>
5 hours 01 mins to 6 hours	<b>\$130.80 per technical official (2 x rate)</b>	<b>\$87.20 per technical official (2 x rate)</b>	<b>\$87.20 per technical official (2 x rate)</b>

*\*Session should not go beyond 6 hours.*

*\*\* Should weekday sessions which started before 6.00pm, have an extension past 6.00pm and has run more than 4 hours and 31 mins, the cost per technical official will revert to the weekday 6.01pm onwards rate of \$43.60 per technical official in addition to the rate of \$65.40 per technical official)*

*Example: Session 1, 4.00pm to 8.30pm on Monday - \$65.40 per technical official  
Extension of session 1 8.30pm to 9.30pm - +\$43.60 per technical official  
Total cost of session 1 = \$65.40+\$43.60 per technical official x no. of technical officials*

# SANCTIONING MEET FEES – CANCELLATION COSTS

## Cancellation Costs

*Days Prior to the Meet*

**Weekday  
(8.00am to 6.00pm)**

4 to 6 days

**50% of the total fees levied for the session(s)/meet must be paid.**

2 to 3 days

**75% of the total fees levied for the session(s)/meet must be paid.**

Cancelled on day itself

**No refund will be made & 100% of the total fees levied for the session(s)/meet must be paid.**

*For any cancellation of TO request or reduction of the approved TO numbers and appointments as approved by SAQ less than 7 days to the Meet, shall render the Affiliated Club/ non-affiliated entity liable for a penalty payment as tabulated above.*

# SANCTIONING PROCEDURE TERMS & CONDITIONS

## **SESSION TIMINGS**

- 1 session is a duration of 4hrs and 30 mins
- Additional Charges will incur if the meet goes past the 4hrs 30 mins mark. Meet can be extended up till 6 hours maximum.
  - The additional charges can be found on page 3, table C.
- \*Any meets that starts before 8.15am will be subject to an additional transportation charge per Technical Official
  - *Meet start times are when the 1<sup>st</sup> race will begin and must not include warm up times.*
  - Technical Official charges will begin at the submitted start time.
  - *Transportation charge will be \$20 per technical official.*

## **MEET START TIMES**

- The meet start time stated in the request form must be the time that the 1<sup>st</sup> race will start
  - Meet start time should not include the warm-up time before the 1<sup>st</sup> race.
- Any changes to the meet start time must be submitted to SAQ in writing via email at least 7 days before the meet/session.
- Technical Officials will clock their session starting from the meet start time submitted. If the meet ends after the 4 hours 30 minutes mark after the meet start time, the extension surcharge will apply

# SANCTIONING PROCEDURE TERMS & CONDITIONS

## MINIMUM REQUIREMENT

As of 1 January 2025, all Meet Organisers must fulfil the minimum requirement of the meet having either a minimum of 100 participants registered for minimally 1 event OR a total of 3 or more unique clubs participating.

Whilst an estimate can be given on the Sanctioning Application Form, the Meet Organiser is required to submit the meet backup file to SAQ within 1 week of the competition's end date.

*Failure to submit the meet backup file OR failing to meet the minimum requirements above may result in the Meet Organiser facing a ban from sanctioning for the current and following calendar year (ie. Competition end date through to 31<sup>st</sup> December of the following year).*

*Should there be any reasonable doubt in the legitimacy of the meet data in meeting the minimum requirements, SAQ reserves the right to impose the ban from sanctioned meet requests from the Meet Organiser for the following calendar year.*

# SANCTIONING PROCEDURE TERMS & CONDITIONS

## **ASSURANCE OF SAFETY**

From 1st January 2025, it is compulsory for all meet organisers to submit the following segments of the Sanctioning Application Form to Singapore Aquatics:

- Risk Assessment
- Medical Coverage & Evacuation Plan

Whilst Singapore Aquatics (SAQ) has reviewed the risk assessment, medical coverage & evacuation plan submitted, it is the responsibility of the Meet Organizer to ensure that the safety protocols stated will be put into action. Singapore Aquatics shall not be held legally responsible or liable for any injuries, accidents, damages, losses, or other incidents that may occur during, or as a result of, participation in the event organized by the Meet Organizer.



# SANCTIONING PROCEDURE TERMS & CONDITIONS

## WET WEATHER

- The decision as to whether to wait the rain out or to cancel the meet will be decided by the meet organizer. SAQ nor the technical officials on duty will make the decision.
- If the meet organizer decides to wait out the rain, they will be allowed to resume the session and extend at additional cost.
  - The extension can only be done up till the 6<sup>th</sup> hour mark from the original session start time
    - E.g. Session starts at 1pm, delayed till 3pm due to rain. Meet can resume but must end by 7pm latest.
    - **SAQ has the right to refuse the extension if the technical officials on duty are unable to extend due to other commitments. Meet organizer will thus have to cancel the current session.**
  - Additional extension charges will apply (please refer to page 3, table C)

# SANCTIONING PROCEDURE TERMS & CONDITIONS

## **OTHER TERMS & CONDITIONS**

- All entered swimmers in sanctioned meets (Tier 1 – 3) must be SAQ registered swimmers (including SSPA)
- Results and name list of swimmers to be sent to SAQ after conclusion of competition (Meet Backup File & Meet Results File)

## **MEET REQUEST SUBMISSIONS**

- Sanction application form and the technical official request must be submitted through email to SAQ at least 30 days prior to the first day of competition.
- (SAQ will try their best means to expedite any applications that falls within the 30 days grace period)