



Western Cape Aquatics Officials SOP & General Gala rules

31/10/25

1. Purpose

South Africa (SSA) championship galas adhere to the minimum standards of officiating. Proper appointment, registration, and allocation of officials is essential to maintain fairness, compliance, and the integrity of competitions.

2. Scope

This SOP applies to all WCA-affiliated clubs entering swimmers into WCA or SSA championship galas. It governs the submission, qualification, and deployment of officials at these events.

3. Requirements for Officials

3.1 Minimum Standards

- Each gala must have the minimum required number of officials per session, as determined by WCA and SSA regulations.
- Clubs are responsible for supplying the correct number of qualified officials in proportion to their entries.

3.2 Submission of Officials

- Officials must be submitted together with gala entries.
- Entries will not be accepted if accompanied by an insufficient number of qualified officials.
- Officials must be submitted on the official WCA forms, with their SSA registration numbers clearly indicated.

Technical Officials

- The names of SSA-registered, trained and available officials must accompany the swimming entries. This will be a requirement for the acceptance of swimming entries. If this requirement is not fulfilled, the penalty will be a fine of R1000.00 for every official not present, and the swimmers from the club/province may be excluded.



- 🕒 For Inter Club and Provincial Competitions, clubs/provinces will be required to provide SSA-registered, trained officials for EVERY SESSION, according to the number of swimmers entered in the competition:
 - ✓ 1 - 4 swimmers, one judge, one timekeeper per session.
 - ✓ 5 – 10 swimmers, 2 judges, 2 timekeepers, 11 – 15 three of each, 16 – 20 four of each, etc., for every session.
 - ✓ All Technical Officials must be correctly attired.
 - ✓ White shirts and Navy-Blue Trousers or skirts for finals sessions.
 - ✓ Navy blue shorts for Heats will be permitted.
 - ✓ Closed white shoes are required.

Registration Compliance

- 🕒 Unregistered officials are not permitted to officiate at any WCA or SSA championship gala.

Allocation of Senior Officials

- 🕒 Senior officials (e.g., referees, judges of stroke, chief timekeepers) may not be submitted as timekeepers by clubs.
- 🕒 They may, however, be utilised as timekeepers if required by the referee of the session.

Sessions

- 🕒 All sessions for which an official is available must be clearly indicated on the submission form.
- 🕒 Clubs must ensure officials are available for the full sessions allocated to them.

Withdrawals and Replacements

- 🕒 Should an official withdraw, the responsibility lies with the club to replace that official with another registered and qualified official from the same club.
- 🕒 Failure to replace withdrawn officials may result in penalties or withdrawal of entries.

4. Procedures

4.1 Submission Timeline

- 🕒 Officials must be submitted at the same time as gala entries.
- 🕒 The first draft list of officials will be circulated to clubs one (1) week after entries close.
- 🕒 A second list of officials will then be circulated, indicating unallocated spaces to be filled.



4.2 Call for Officials

- At the start of the warm-up, an announcement will be made calling for officials to fill any unallocated spaces.
- A second call will be made 20 minutes before the start of the gala.
- Final checks will be done 10 minutes before the start of the gala.
- If gaps remain, the referee of the session will make a final call and determine whether the session may start.

4.3 Verification

- WCA will verify all submitted officials against SSA registration lists.
- Any discrepancies will be communicated to clubs, who must rectify them immediately.

4.4 Finalisation of Officials

- The final list of officials per session will be published by WCA before the start of the gala.
- Clubs will be notified of their officials' allocated duties.

4.5 Enforcement

- Entries without the correct officials will be rejected.
- Persistent non-compliance by a club may lead to disciplinary action, including suspension from future events.

5. Minimum Officiating Standards for Championship Galas

To ensure fairness and compliance with SSA/WCA regulations, the following minimum officiating standards apply at all championship galas:

- Turn Judges: At least one turn judge for every second lane. (discretion of Referee)
- Stroke Judges: At least one stroke judge per side of the pool 6 lane , 8/10 lane pool two on each side.
- Timekeepers: A minimum of two timekeepers per lane.

6. Responsibilities

- Clubs: Submit qualified and registered officials with entries, replace withdrawn officials, and ensure compliance.
- WCA: Verify registrations, allocate officials per session, and communicate with clubs.
- Referee/Meet Director: Ensure proper deployment of officials during sessions, and enforce compliance with SSA/WCA rules.



7. General Competition Rules

- ③ Clearance must be obtained before participating in aquatic events outside WCA's boundaries. The club must apply on behalf of the swimmer to the Swim Board Convenor of the District, and the District must apply to WCA.
- ③ For international events, the club must apply on behalf of the swimmer to the Swim Board Convenor of the District, the District applies to WCA, and WCA applies to SSA.
- ③ Districts are not allowed to arrange competitions at the same time as WCA galas or major events.
- Clubs or individuals displaying misconduct will be charged at a disciplinary hearing.
- ③ Swimmers are required to participate in WCA A Champs or WCA B Champs before competing at national events (Senior Nationals, SANJ, Youth).
- ③ If a swimmer qualifies for 1 WCA A-Champs event, they may choose to swim at either WCA A or B Champs.
- ③ A swimmer who is 10 years & younger with a WCA A-Champs qualifying time, on the first day of WCA A-Champs, may choose to participate at either WCA A or B Champs, irrespective if they age up between the 2 champs, they may not compete at both.
- ③ Swimmers who take part in the WCA B-Champs in individual events may take part in the relays at WC A-Champs. BUT Swimmers who take part in WCA A-Champs in individual events may not take part in relays at the WCA B-Champs.
- ③ Disabled swimmers must be classified before competing
- ③ Disabled swimmers swim in the heats together with the able-bodied swimmers; they must swim the heats to be able to swim in the finals.

WCA Technical Committee