

SWIMMING NSW AREA/CLUB MEET APPROVAL PROCESS

ORDER	RESPONSIBILITY	DESCRIPTION
1	AREA	Contact Swimming NSW at admin@nsw.swimming.org.au for a copy of the upcoming season meet calendar including Swimming NSW and Swimming Australia meets. Click HERE to view the upcoming Swimming NSW Meets
2	AREA	Visit your area website to view list of upcoming meets in your area including <ul style="list-style-type: none"> - Area Championships - Speedo Sprints - Area run meets - Area Development activities.
3	AREA	Call for nominations* from Clubs, consideration to be given to the following: <ul style="list-style-type: none"> - Meet Type (Qualifying/Development) - Facility (Long Course/Short Course) - Program of events offered - Availability of currently accredited Technical Officials - Timing system to be utilised - Ability to run a successful meet <p>* Click HERE to view a copy of the Meet Application Form</p>
4	AREA	The Area Competitions committee will review the Club Meet applications considering the following: <ul style="list-style-type: none"> - Compliance with the SNSW Competition Strategy - Meet Type (Qualifying/Development) - Facility (Long Course/Short Course) - Program of events offered - Availability of currently accredited Technical Officials - Timing system to be utilised - Ability to run a successful meet
5	AREA	The Area Competitions committee are to develop the Area Meet calendar for referral to Area Executive Committee for their consideration/approval. The meet can be given prior approval in Swim Central from the time that it has been published. Refer to appendix 1.
6	CLUB	Hold Club Meet.
7	CLUB	Upload the results to Swim Central within 7 days* of the meet being run. Access our <i>Result Upload</i> document in Meet/Event FAQs here .
8	CLUB	Send an email to the Area within 7 days of the meet being run with the following information: <ul style="list-style-type: none"> - The full name of the meet as it appears exactly in Swim Central - The names of BOTH the currently qualified Referee and Starter that officiated at the meet

ORDER	RESPONSIBILITY	DESCRIPTION
		<ul style="list-style-type: none"> - Attach the following files to the email: <ul style="list-style-type: none"> o Meet Manager (MM) Backup file o Team Manager (TM) Results file o Events File <p>Ensure you are aware of the correct results verification contact in your area.</p>
9	AREA	<p>Area representative checks that the information provided, as required in step 8, is correct.</p> <p><u>Please Note:</u> In the event that there are results issues the club will be responsible for resolving this and reupload the results to Swim Central, and advise the area for re-verification of results.</p>
10	AREA	<p>Area representative verifies results, as per appendix 2 and emails confirmation of verification to Swimming NSW, with all event files & information attached within 7 days of the meet* to admin@nsw.swimming.org.au.</p> <p>For Area Meets, these results are to be verified by Swimming NSW only. Follow steps 6-8 to ensure the verification process is completed.</p>

PLEASE NOTE:

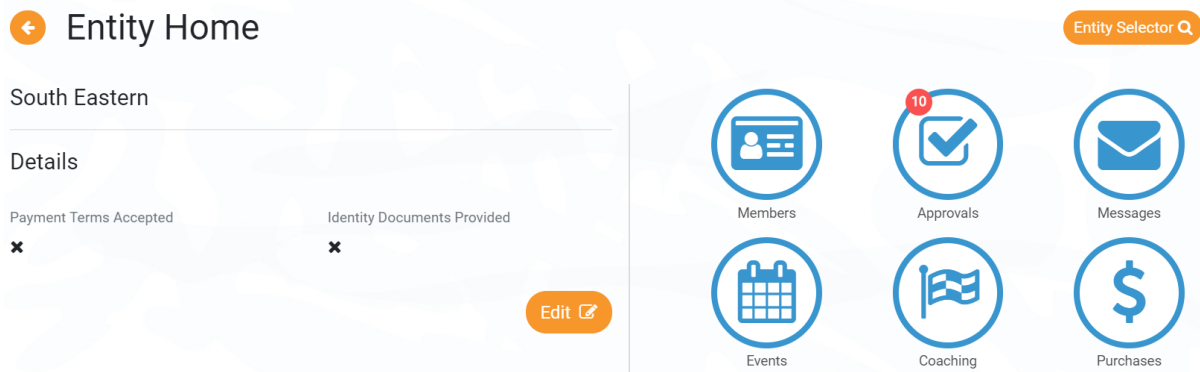
Steps 1 - 5 are guidelines only for Areas and Clubs and may be adjusted and amended to suit individual Area's needs and requirements.

Steps 6 - 10 form the Swimming NSW Meet Approval Process component that MUST be followed for final verification to be granted so that times can be used as qualifying times for future meets.

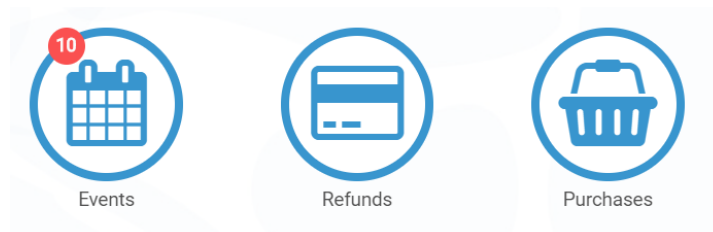
* for the avoidance of doubt, this is a period of 168 hours, commencing from 12am on the day following the conclusion of the meet

APPENDIX 1- Meet Pre-approval Process

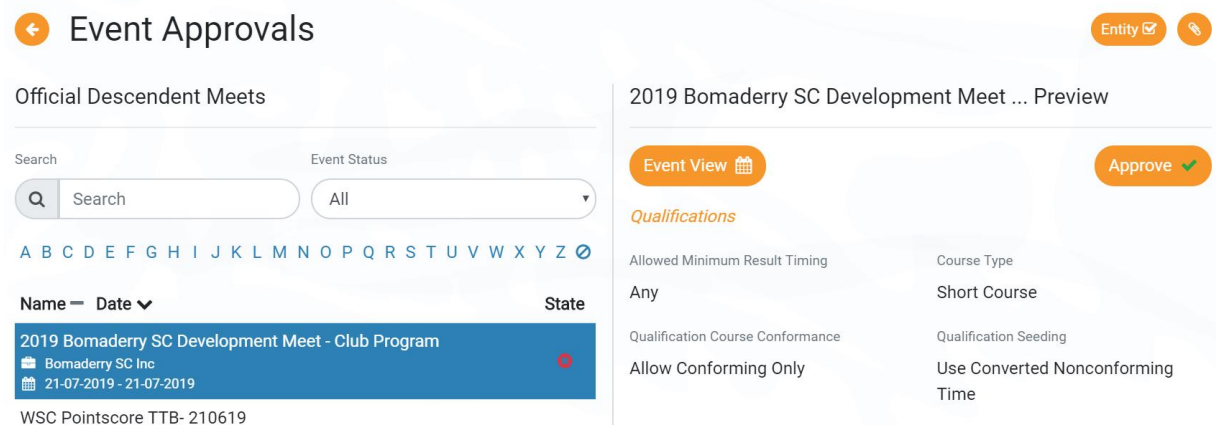
- Navigate the Area's Entity Home in Swim Central & access the *Approval* tile



- Click *Events*

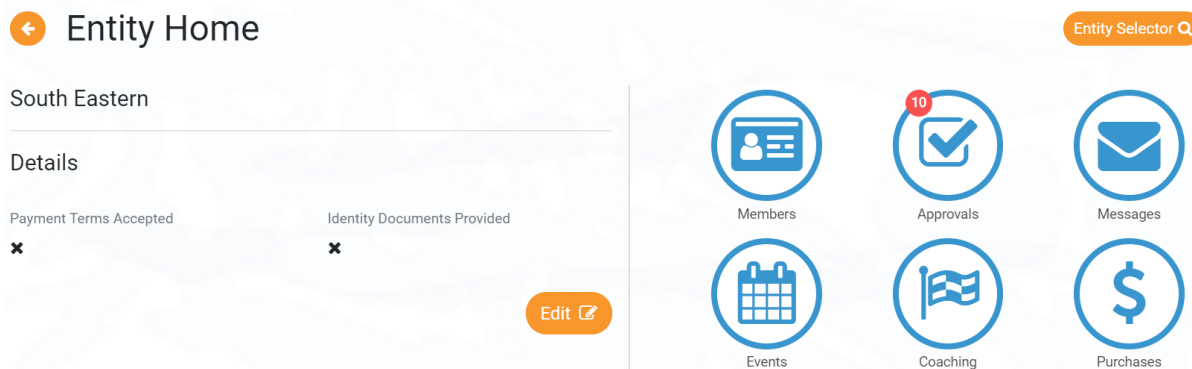


- Search for the meet from the list using the appropriate filters. Click **Approve** on the right-hand side of the screen. The meet will still appear on the approvals list as it is still awaiting verification of the results after the meet has been run.

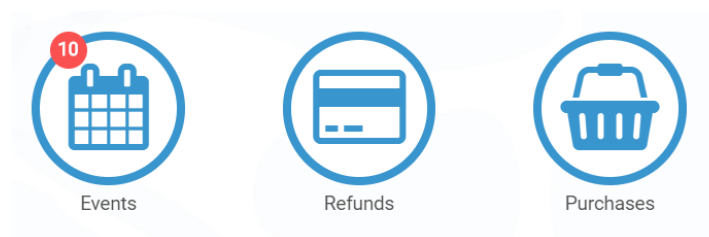


APPENDIX 2- Results Verification Process

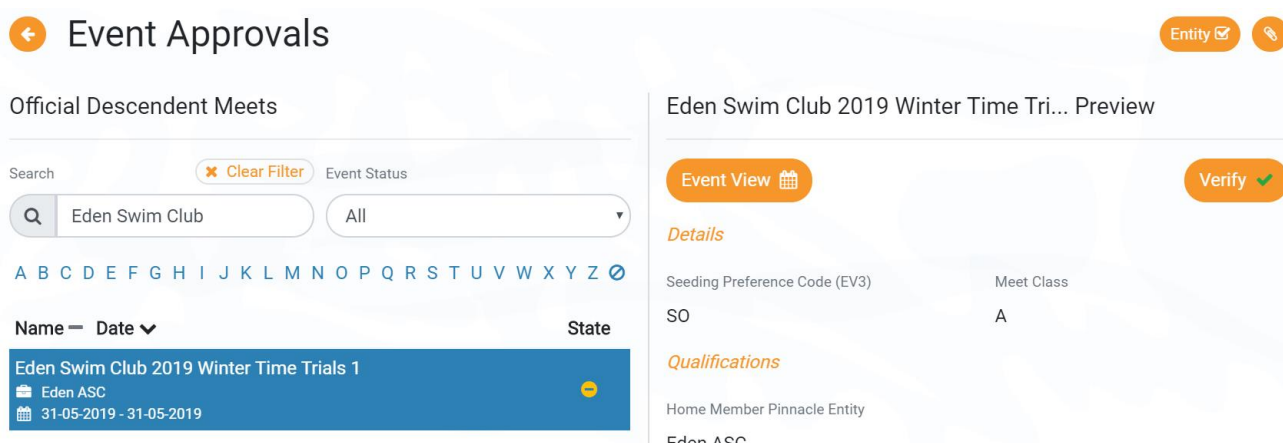
- Navigate the Area's Entity Home in Swim Central & access the *Approval* tile



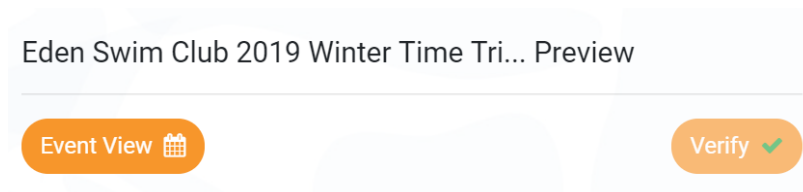
- Click *Events*



- Search for the meet from the list using the appropriate filters. Click **Verify** on the right-hand side of the screen.



- Verification can be checked by accessing the *Event View*



- Scroll down to check the 'State' of the meet and ensure verification

State

Approved On

28-06-2019

Approved By

Greta Brodie

Verified On

28-06-2019

Verified By

Greta Brodie