

## SWIMMING NSW MEET APPROVAL PROCESS

Applies to all meets being uploaded to Swim Central

The below outlines the process for the verification of meets across NSW and ACT as of 31<sup>st</sup> August 2023. Please note that points 1-4 below may differ due to the various processes within Areas. The below is considered best practice.

ORDER	RESPONSIBILITY	DESCRIPTION
1	AREA	<p>Based on the upcoming season meet calendar including Swimming NSW and Swimming Australia meets found <a href="#">here</a>, call for nominations from Clubs, with consideration to be given to the following:</p> <ul style="list-style-type: none"> <li>➤ Meet Type (Qualifying/Development)</li> <li>➤ Facility (Long Course/Short Course)</li> <li>➤ Program of events offered.</li> <li>➤ Availability of currently accredited Technical Officials</li> <li>➤ Timing system to be utilised.</li> </ul>
2	AREA	<p>The Area Competitions Committee will review the Club Meet applications considering the following:</p> <ul style="list-style-type: none"> <li>➤ Compliance with the <a href="#">SNSW Competition Strategy</a></li> <li>➤ Meet Type (Qualifying/Development)</li> <li>➤ Facility (Long Course/Short Course)</li> <li>➤ Program of events offered.</li> <li>➤ Availability of currently accredited Technical Officials</li> <li>➤ Timing system to be utilised.</li> </ul>
3	AREA	<p><b>Provide a list of all of your clubs' Official meets to Swimming NSW prior to the commencement of the season, or once Area has approved a meet to be run.</b></p>
4	CLUB	<p>SNSW have created a <a href="#">pre-approval form</a> in case Areas wish to circulate this to their clubs to complete. This helps Areas streamline the pre-approval process. Alternatively, Areas may circulate their own existing form to clubs for pre-approval.</p>
5	CLUB	<p>Creates meet in Swim Central. <a href="#">Click Here</a> for directions on how to do so.</p> <p><b>Official Club meets</b> Select 'Official club meet' when setting it up.</p> <p><b>Official Area meets</b> Select 'Regional meet' when setting it up.</p> <p><b>Unofficial meets</b> Select 'Non-official club meet' when setting it up.</p>

- 6      **CLUB**                      Run Meet
- 7      **CLUB**                      Uploads results to Swim Central and reviews the import summary file to amend any errors that have occurred i.e. incorrect name spelling, incorrect dates of births, duplicate profiles, etc.
- 8      **CLUB**                      **For all official meets including club nights and club championships**  
Email YOUR AREA within five (5) days of the meet\* being run. Please include or attach the following information:
- Meet Manager (MM) Backup file
  - Results file for TM (.zip file)
  - PDF copy of the post-event athlete entry count (**applicable to meet levy events only**)
    - Using Meet Manager, open Reports > Team > tick Athlete Entry Count > Create Report
  - The names of BOTH the currently qualified Referee and qualified Starter that officiated at the meet.
- \* Unless your Area has a different rule, which overrides the above.*
- 9      **AREA**                      **Meets where the levy applies**  
For club events, area approves and verifies results. Notify club accordingly once approved and send above-noted files and information to results@nsw.swimming.org.au
- For Area Meets, these results are to be verified by Swimming NSW only.
- 10     **SNSW**                      For meets where the Meet Levy applies, Swimming NSW will **prepare an invoice** based on the number of entries uploaded to Swim Central (this will be cross-referenced to the post-event meet results file). Any late entries that have been added to the meet will incur the meet levy fee.