

SWIMMING NSW MEET APPROVAL PROCESS

Applies to all meets being uploaded to Swim Central

ORDER	RESPONSIBILITY	DESCRIPTION
1	AREA	<p>Based on the upcoming season meet calendar including Swimming NSW and Swimming Australia meets found here, call for nominations from Clubs, with consideration to be given to the following:</p> <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.
2	AREA	<p>The Area Competitions committee will review the Club Meet applications considering the following:</p> <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.
3	AREA	<p>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.</p>
4	CLUB	<p>Official meets SNSW have created a pre-approval form 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. Here is how to do so.</p> <p>Official Club meets Select 'Official club meet' when setting it up.</p> <p>Official Area meets Select 'Official club meet' when setting it up.</p> <p>Unofficial meets Select 'Non-official club meet' when setting it up.</p>
6	CLUB	<p>Run Meet</p>

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)
- Events File
- PDF copy of the athlete entry count (post-event)
 - Using Meet Manager, open Reports > Team > tick Athlete Entry Count > Create Report
- The names of BOTH the currently qualified Referee, qualified Starter **and Meet Manager Operator** 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 **forward** the 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.