



## ENTRY PROCEDURES POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	27 <sup>th</sup> April 2011
Amended	Board of Directors	29 <sup>th</sup> January 2013
Amended	Board of Directors	22 <sup>nd</sup> March 2016

## SWIMMING NSW MEET INFORMATION

Swimming NSW advertises all relevant Meet Information each year for the applicable season by at the least; the 1<sup>st</sup> of October for the Summer Season and the 1<sup>st</sup> of April for the Winter Season.

This information can be found on the Swimming NSW website ([www.nsw.swimming.org.au](http://www.nsw.swimming.org.au)) or in the applicable season's Almanac. Copies of the Almanac are included with all NSW Swimmer Magazine subscriptions or can be obtained through the Swimming NSW office.

## SWIMMING NSW MEET ENTRIES

All entries for Swimming New South Wales Meets must be submitted by the correct online entry system or e-entry procedure by the advertised closing date and time.

**By E Entry:**

[meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au)

**By Online Entry:**

[www.nsw.swimming.org.au](http://www.nsw.swimming.org.au)

## NSW ENTRY PROCEDURES

The following requirements apply to all NSW Meets. The responsible Club Official must certify that each entrant is eligible to compete and is the stipulated age in accordance with the Rules of Swimming New South Wales Ltd. Swimming NSW provides two methods for entry as outlined below:-

### 1) ONLINE ENTRIES

Online Entries can be made using the APT Online entries system, accessible via the Swimming NSW website, on the applicable event page. Competitors using the online entries system must comply with the closing dates and procedures as published on the Swimming NSW website. To ensure swimmers entry details are correct, Entry Lists will be published on the Swimming NSW website following the closing date. It is the competitor's responsibility to email [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) within 48 hours of the entry lists being posted to request corrections.

### 2) E ENTRIES

Clubs using the e-entry system must comply with the closing dates and procedures as published on the Swimming New South Wales website. To ensure swimmers entry details are correct, Entry Lists will be published on the Swimming NSW website following the closing date. It is the competitor's responsibility to email [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) within 48 hours of the entry lists being posted to request corrections. Payment as well as a Proof of Times report must be received by Swimming NSW by the applicable closing date.

### Relay Entries

Swimming NSW requires that any Relay Only Swimmers must be entered into the Meet by the relevant closing date. It is the responsibility of the person processing the Relay Entry that they must submit all Relay Swimmers names and dates of birth when submitting Online Entries or on the relevant E-Entry file. Clubs who submit online relay entries must make payment at the time of processing to ensure their teams are submitted on time.

### Multi classification Events

Multi- Classification events may be submitted using either the Online Entries or the E Entries System. All Multi-classification entries must be accompanied by an email to Swimming NSW with notification of the athlete's current classification information.

**Failure to complete entries by the methods outlined above may result in the entry not being accepted. Swimming NSW encourages all potential competitors to contact the Events Manager on (02) 8047 8503 if they are unsure how to complete their entries correctly.**

### Late Entries

Swimming NSW will now accept late entries for a period of **24 hours** after the relevant closing time and date. Once this 24 hour period has expired, no further late entries will be taken regardless of the circumstances. In addition to the regular entry fees, late entries will attract a fee of \$50 for all Swimming NSW events. (i.e. for 3 late entries, the cost will be  $3 \times \$18.00 + \$50 = \$104.00$ ).