



## ENTRY PROCEDURES POLICY

<b>Adopted or Amended</b>	<b>By Whom</b>	<b>Date</b>
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
Amended	Board of Directors	28 <sup>th</sup> May 2024

# 1. SWIMMING NSW MEET INFORMATION

Swimming NSW publishes all relevant meet Information annually for the Summer Season by October 1st and for the Winter Season by April 1st. This information is available on the Swimming NSW website: [www.nsw.swimming.org.au](http://www.nsw.swimming.org.au).

## 2. SWIMMING NSW MEET ENTRIES

All entries for Swimming NSW meets must be submitted via Swim Central by the advertised closing date.

Access Swim Central here: [swimcentral.swimming.org.au/home](http://swimcentral.swimming.org.au/home)

## 3. NSW ENTRY PROCEDURES

The following requirements apply to all NSW Meets:

### Online Entries

Competitors must make online entries using the Swim Central Online System, accessible via [swimcentral.swimming.org.au/home](http://swimcentral.swimming.org.au/home). Entry deadlines and procedures are published on the Swimming NSW website. Entry Lists will be posted on the website after the closing date. Competitors must email [events@nsw.swimming.org.au](mailto:events@nsw.swimming.org.au) within 24 hours of the posting to request corrections.

### International Team Entries

International teams may use an e-entry system, following published closing dates and procedures. Payment and Proof of Times information must be received by Swimming NSW by the closing date along with the e-entry file.

Entry Lists will be posted on the Swimming NSW website after the closing date. Competitors must email [events@nsw.swimming.org.au](mailto:events@nsw.swimming.org.au) within 24 hours of posting to request corrections. Payment and Proof of Times information must be received by Swimming NSW by the closing date.

### Relay Entries

Any Relay Only Swimmers must be entered into the meet by the relevant closing date. Names and dates of birth must be submitted on the relevant E-Entry file. Clubs who submit E-Entry files for relays team where they have a swimmer swimming up an age group 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 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.

## **Late Entries**

**Swimming NSW will not accept late entries for events.** Closing dates and times will be published on the event page at [nsw.swimming.org.au/events](http://nsw.swimming.org.au/events). Social media reminders will be posted two weeks, one week, and 24 hours before entries close. The closing time for events is 11:59 PM on the specified date.

**Failure to complete entries as outlined above are very likely to result in the entry not being accepted. Swimming NSW encourages potential competitors to contact [events@nsw.swimming.org.au](mailto:events@nsw.swimming.org.au) if they are unsure how to complete their entries correctly or are having difficulties following the processes above.**