

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 * Click HERE to view a copy of the Meet Application Form |
| 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 |
|-------|----------------|-------------|
|-------|----------------|-------------|

- Attach the following files to the email:

- Meet Manager (MM) Backup file
- Team Manager (TM) Results file
- Events File

Ensure you are aware of the correct results verification contact in your area.

9 **AREA**

Area representative checks that the information provided, as required in step 8, is correct.

Please Note: 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.

10 **AREA**

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.

For Area Meets, these results are to be verified by Swimming NSW only. Follow steps 6-8 to ensure the verification process is completed.

PLEASE NOTE:

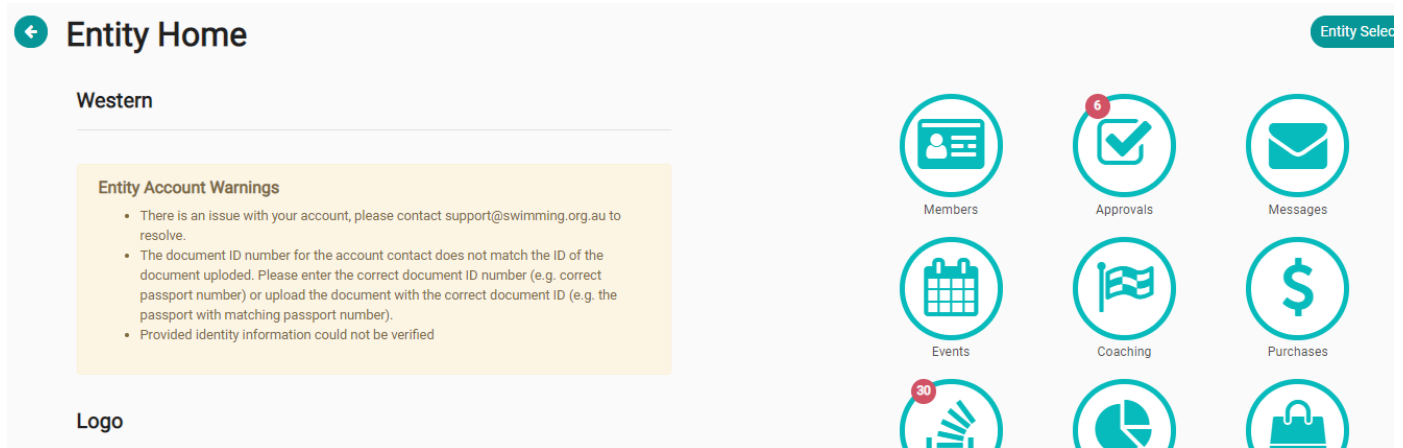
Steps 1 - 5 are guidelines only for Areas and Clubs and may be adjusted and amended to suit individual Area's needs and requirements.

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 **Approvals** tile




Entity Home Entity Selected


Western


Entity Account Warnings


- There is an issue with your account, please contact support@swimming.org.au to resolve.
- The document ID number for the account contact does not match the ID of the document uploaded. Please enter the correct document ID number (e.g. correct passport number) or upload the document with the correct document ID (e.g. the passport with matching passport number).
- Provided identity information could not be verified


Logo



Members



Approvals



Messages



Events


Coaching

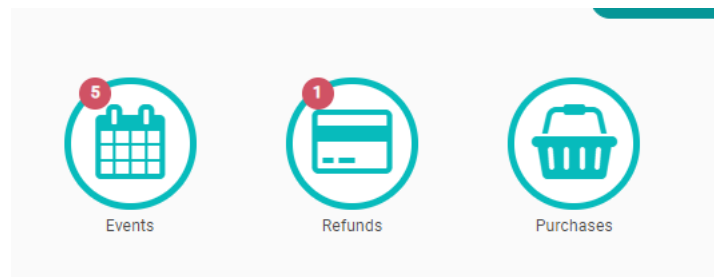

Purchases










- Click *Events*

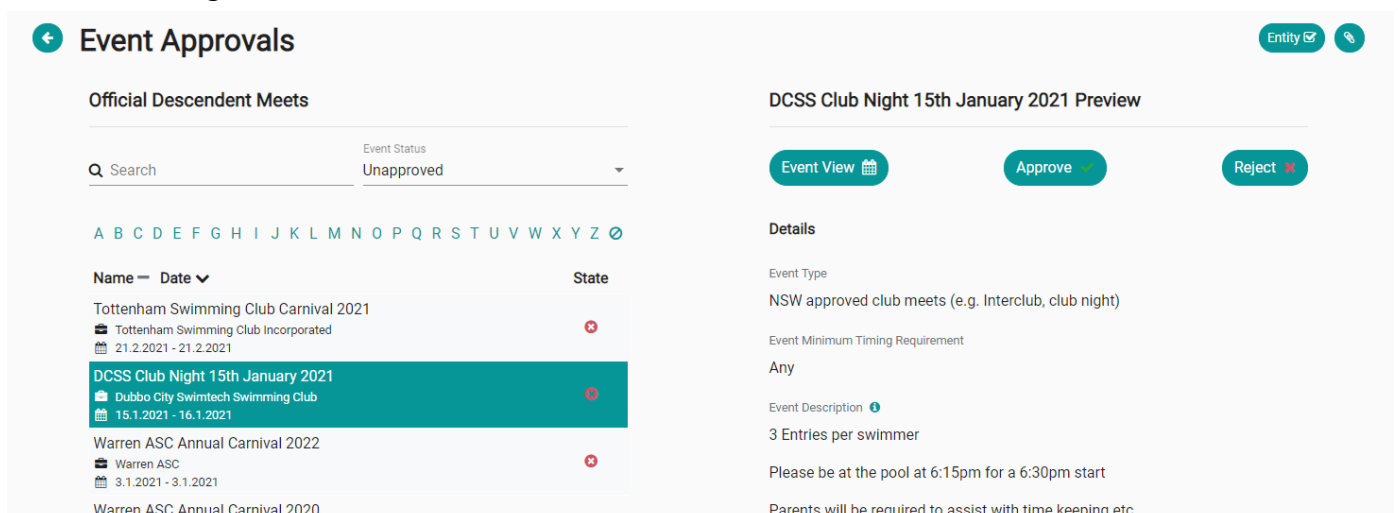



Events


Refunds


Purchases

- 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.



Event Approvals Entity Selected

Official Descendent Meets

Event Status: Unapproved

Search:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Name | Date | State |
|--|------------------------------|------------|
| Tottenham Swimming Club Carnival 2021 | 21.2.2021 - 21.2.2021 | NSW |
| DCSS Club Night 15th January 2021 | 15.1.2021 - 16.1.2021 | NSW |
| Warren ASC Annual Carnival 2022 | 3.1.2021 - 3.1.2021 | NSW |
| Warren ASC Annual Carnival 2020 | | |

DCSS Club Night 15th January 2021 Preview

Event View | Approve | Reject

Details

Event Type: NSW approved club meets (e.g. Interclub, club night)

Event Minimum Timing Requirement: Any

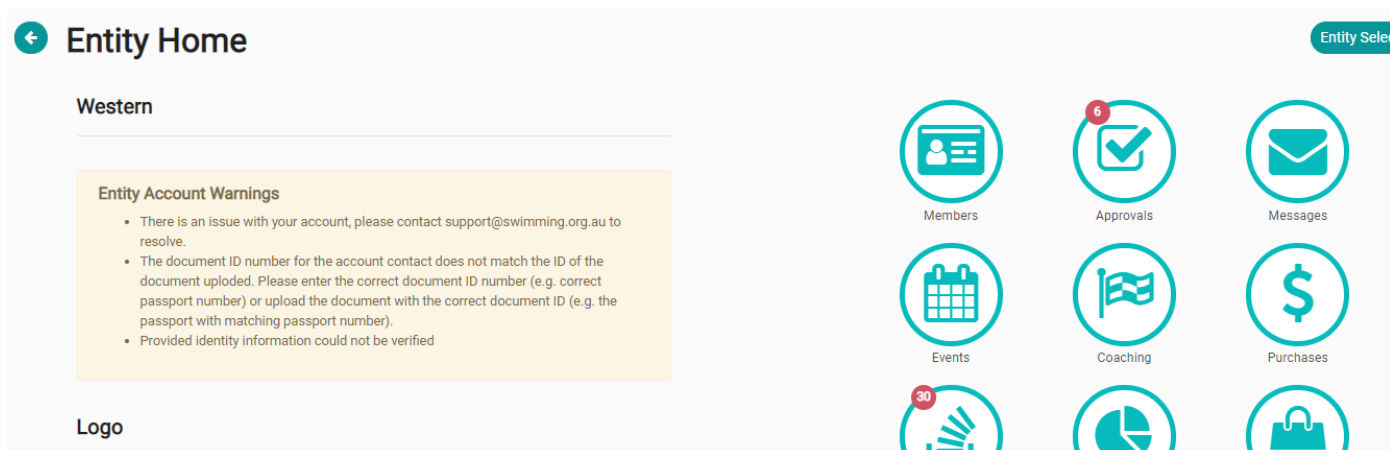
Event Description: 3 Entries per swimmer

Please be at the pool at 6:15pm for a 6:30pm start

Parents will be required to assist with time keeping etc.

APPENDIX 2- Results Verification Process

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



Entity Home Entity Selected

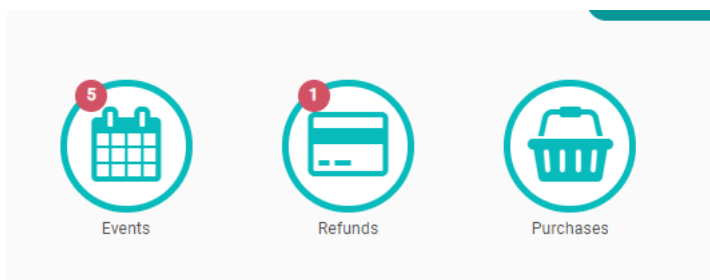
Western

Entity Account Warnings

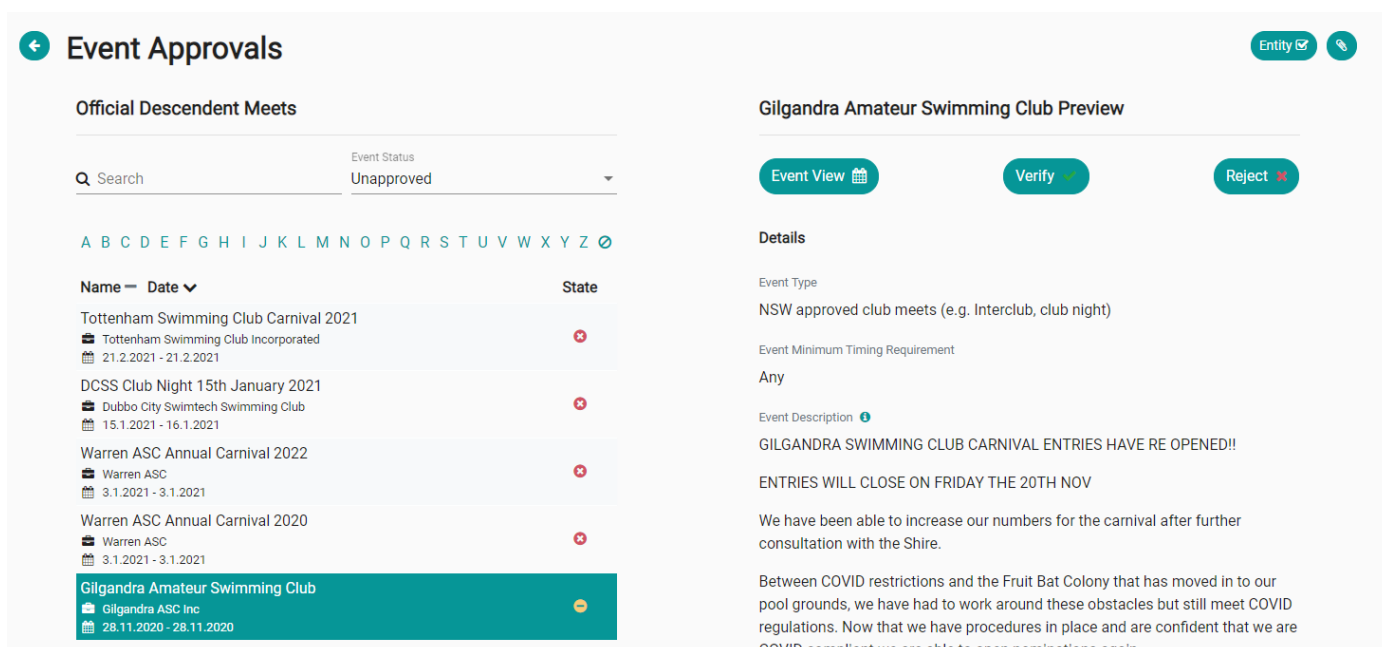
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- The document ID number for the account contact does not match the ID of the document uploaded. Please enter the correct document ID number (e.g. correct passport number) or upload the document with the correct document ID (e.g. the passport with matching passport number).
- Provided identity information could not be verified

Logo

- Click *Events*



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



Event Approvals Entity Selected

Official Descendent Meets

Event Status: Unapproved

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Name | Date | State |
|--|-------------------------|-------|
| Tottenham Swimming Club Carnival 2021 | 21.2.2021 - 21.2.2021 | ✖ |
| DCSS Club Night 15th January 2021 | 15.1.2021 - 16.1.2021 | ✖ |
| Warren ASC Annual Carnival 2022 | 3.1.2021 - 3.1.2021 | ✖ |
| Warren ASC Annual Carnival 2020 | 3.1.2021 - 3.1.2021 | ✖ |
| Gilgandra Amateur Swimming Club | 28.11.2020 - 28.11.2020 | ⊕ |

Gilgandra Amateur Swimming Club Preview

Event View | **Verify** | Reject

Details

Event Type: NSW approved club meets (e.g. Interclub, club night)

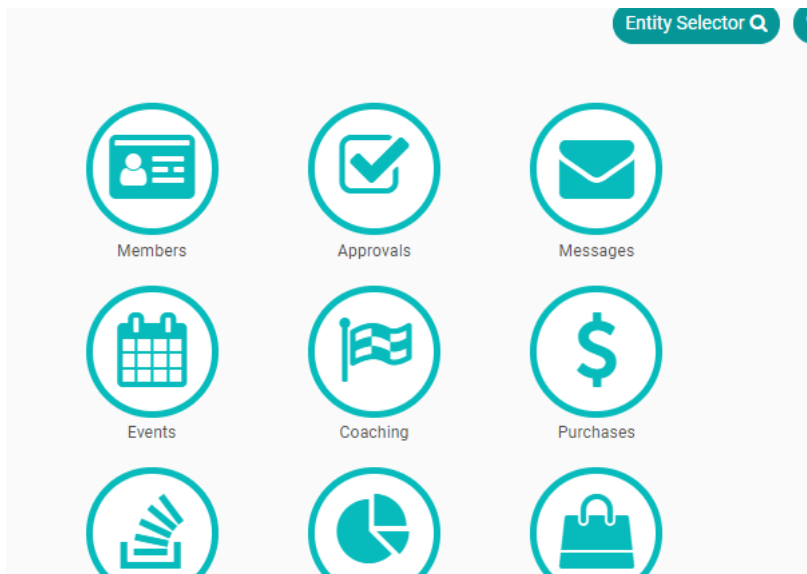
Event Minimum Timing Requirement: Any

Event Description: GILGANDRA SWIMMING CLUB CARNIVAL ENTRIES HAVE RE OPENED!! ENTRIES WILL CLOSE ON FRIDAY THE 20TH NOV

We have been able to increase our numbers for the carnival after further consultation with the Shire.

Between COVID restrictions and the Fruit Bat Colony that has moved in to our pool grounds, we have had to work around these obstacles but still meet COVID regulations. Now that we have procedures in place and are confident that we are COVID compliant we are able to open nominations again.

- To check verification and approval state, access Entity Home, and then select the **Events** tile



- Select the Event and select the **Status** drop-down

| Name | Date | Status | Home |
|---|-------------------------|---|------|
| 2020 Nyngan Amateur Swimming Club Carnival | 20.12.2020 - 20.12.2020 | ✔ ✔ | |
| 2020 Combined Dubbo Carnival | 12.12.2020 - 13.12.2020 | ✔ ✔ | |
| Lithgow Swimming Club Carnival 2020 | 5.12.2020 - 5.12.2020 | ✔ ✔ | |
| 2020 Western Area Developmnet Day | 21.11.2020 - 21.11.2020 | - | |
| 2020 Mudgee Indoor Swimming Carnival | 15.11.2020 - 15.11.2020 | ✔ ✔ | |
| 2020 Dubbo City Swimtech Qualifying Carnival | 8.11.2020 - 8.11.2020 | ✔ ✔ | |
| 2020 Western Area James Brophy Team Selection | 22.3.2020 - 22.3.2020 | - | |
| 2020 Western Area Championships | 1.2.2020 - 2.2.2020 | ✔ ✔ | |
| 2020 Western Area Speedo Sprint Series - Heats | 1.2.2020 - 2.2.2020 | ✔ ✔ | |
| 2020 Black Stump Short Course Qualifying Carnival | 18.1.2020 - 18.1.2020 | ✔ ✔ | |

Items per page: 10 | 1 - 10 of 88

Dates & Times

Roster

Status

Published

Published Date
15.11.2020

Approval

Is Official Event
✔

Approved On
16.11.2020

Results

Results Uploaded On
21.12.2020

Verified

Verified On
27.12.2020

Timing Conformant
✔

Approved By
Joanne Lovett

Results Uploaded By
Jenny GRIFFITHS

Verified By
Joanne Lovett