

## SWIMMING NSW AREA/CLUB MEET APPROVAL PROCESS

ORDER	RESPONSIBILITY	DESCRIPTION
1	AREA	Contact Swimming NSW at <a href="mailto:admin@nsw.swimming.org.au">admin@nsw.swimming.org.au</a> for a copy of the upcoming season meet calendar including Swimming NSW and Swimming Australia meets. Click <a href="#">HERE</a> 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"> <li>- Area Championships</li> <li>- Speedo Sprints</li> <li>- Area run meets</li> <li>- Area Development activities.</li> </ul>
3	AREA	Call for nominations* from Clubs, consideration to be given to the following: <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> <li>- Ability to run a successful meet</li> </ul> <p>* Click <a href="#">HERE</a> to view a copy of the Meet Application Form</p>
4	AREA	The Area Competitions committee will review the Club Meet applications considering the following: <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> <li>- Ability to run a successful meet</li> </ul>
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 2.
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 <a href="#">Meet/Event FAQs here</a> . Check the <a href="#">Results Upload Summary</a> prior to emailing the Area. Refer to Appendix 1.
8	CLUB	Send an email to the Area within 7 days of the meet being run with the following information:

- 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
- Attach the following files to the email:

- 
- o Meet Manager (MM) Backup file
  - o Team Manager (TM) Results file
  - o 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 3 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](mailto: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.**

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**PLEASE NOTE:**

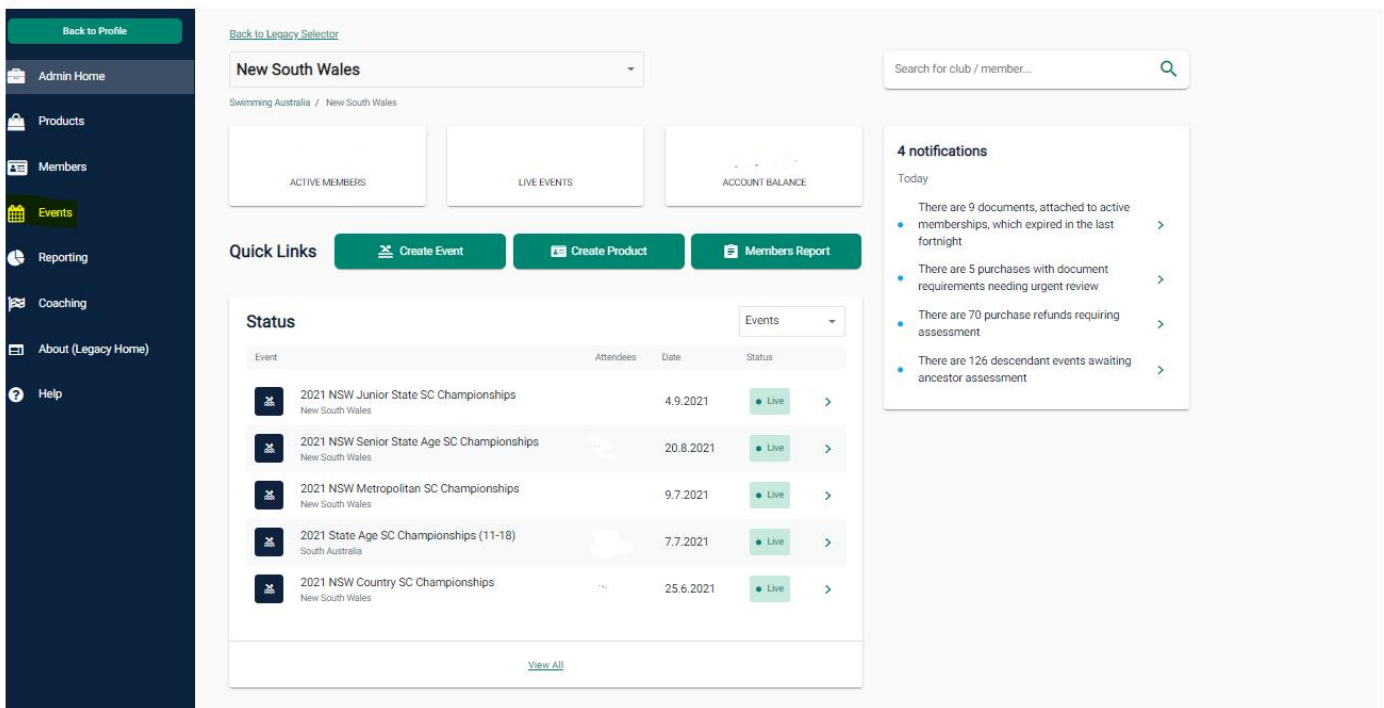
Steps 1 - 5 are guidelines only for Areas and Clubs and may be adjusted and amended to suit individual Area's needs and requirements.

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.

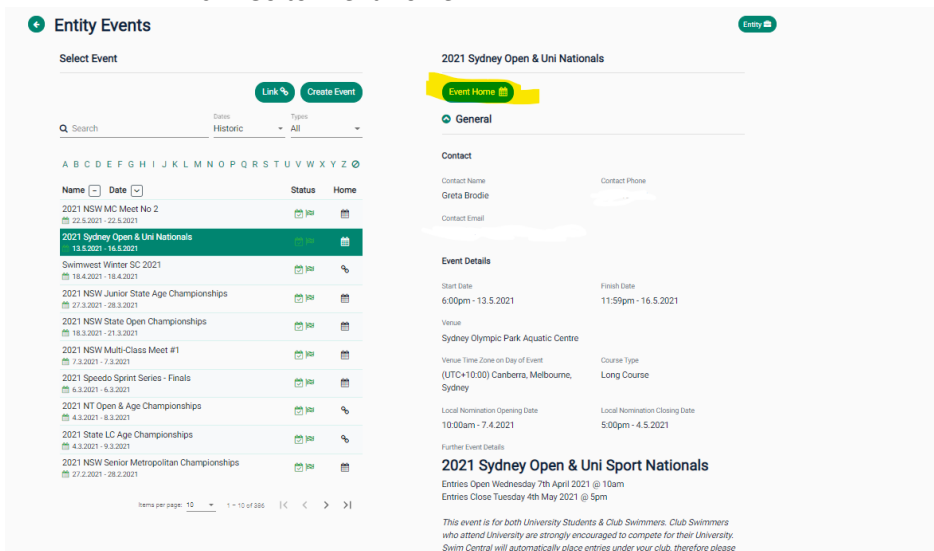
\* for the avoidance of doubt, this is a period of 168 hours, commencing from 12am on the day following the conclusion of the meet

## APPENDIX 1- Checking Results Upload Summary

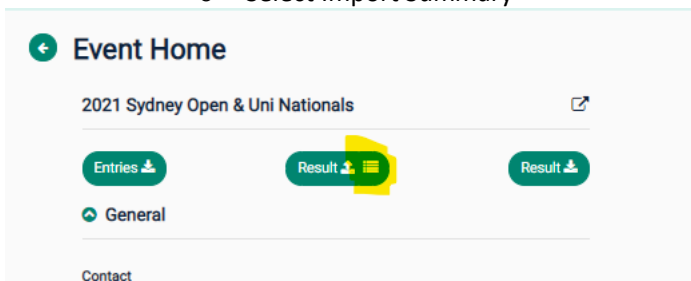
- Navigate the Club/Area's Dashboard and access the **Events** page



- Go to Event Home

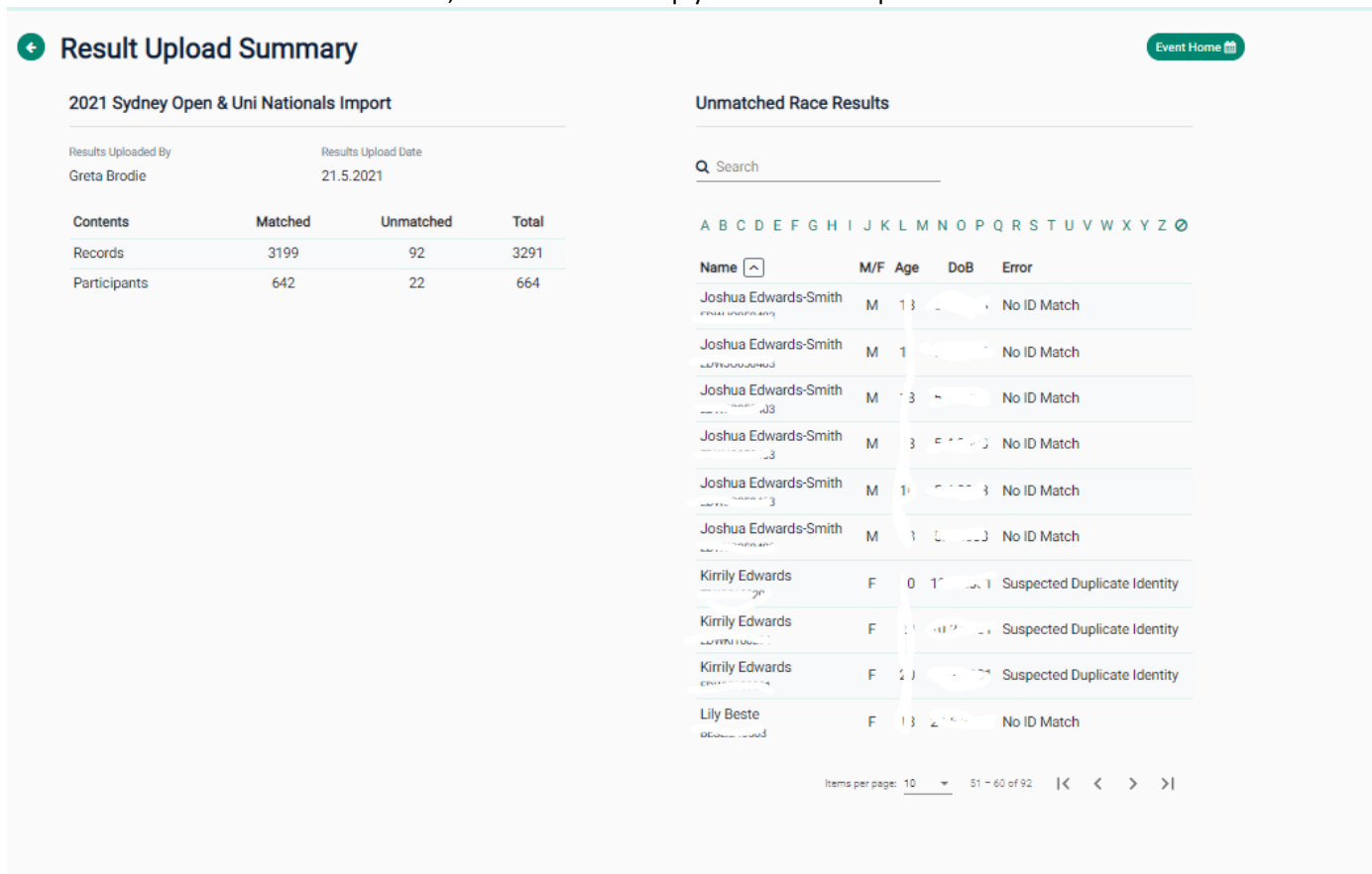


- Select Import Summary



- Any unmatched results will appear here.
  - If the error message is **'No ID Match'**, check the athlete's DOB or spelling of their name and reupload results once this has been amended in the MM file.

- If the error message is '**Suspected Duplicate Identity**', contact [admin@nsw.swimming.org.au](mailto:admin@nsw.swimming.org.au) to merge the athlete's profiles- this message recognises that the athlete has more than one Swim Central profile in the system. Once resolved, the MM file does not need to be amended, the results will simply need to be reuploaded.



**Result Upload Summary** Event Home

2021 Sydney Open & Uni Nationals Import

Results Uploaded By: Greta Brodie | Results Upload Date: 21.5.2021

Contents	Matched	Unmatched	Total
Records	3199	92	3291
Participants	642	22	664

**Unmatched Race Results**

Search: \_\_\_\_\_

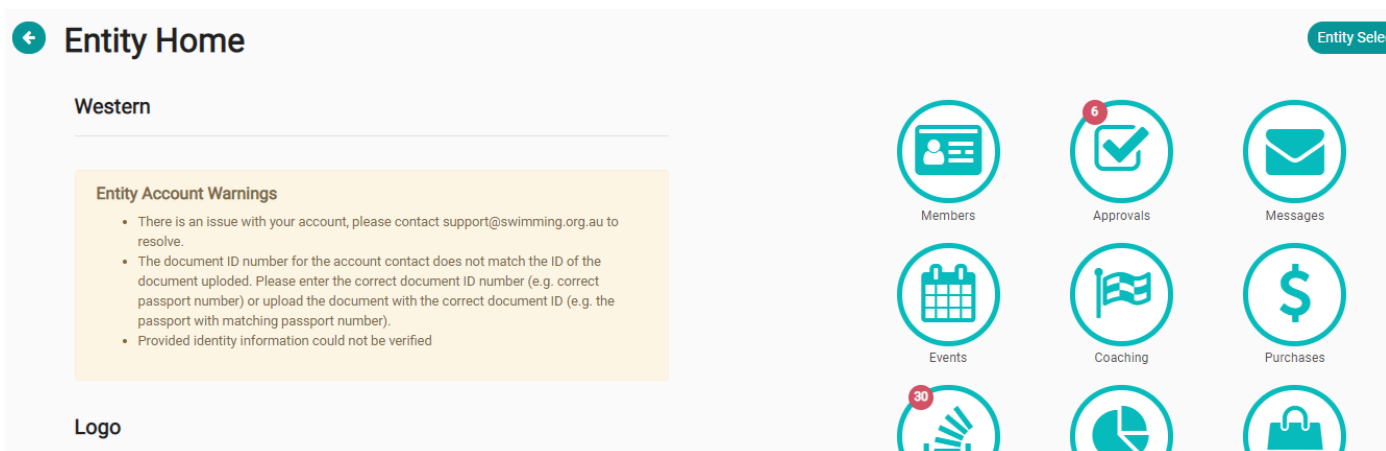
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ☺

Name	M/F	Age	DoB	Error
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Joshua Edwards-Smith	M	13	2007-01-01	No ID Match
Kirily Edwards	F	10	2010-01-01	Suspected Duplicate Identity
Kirily Edwards	F	10	2010-01-01	Suspected Duplicate Identity
Kirily Edwards	F	10	2010-01-01	Suspected Duplicate Identity
Lily Beste	F	13	2007-01-01	No ID Match

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### APPENDIX 1- Meet Pre-approval Process

- Navigate the Area's About (Legacy 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](mailto: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


  
Members


  
Approvals


  
Messages


  
Events

  
Coaching

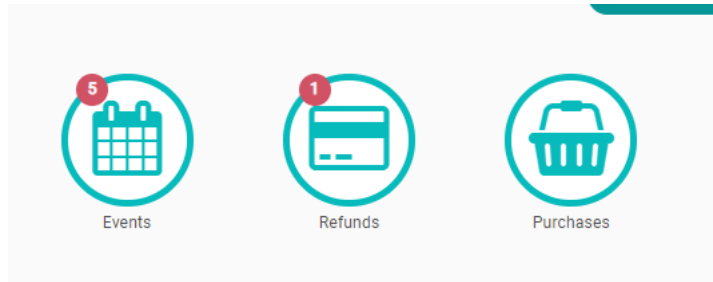
  
Purchases







- Click **Events**



- 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

### 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 Tottenham Swimming Club Incorporated 21.2.2021 - 21.2.2021		
DCSS Club Night 15th January 2021 Dubbo City Swimtech Swimming Club 15.1.2021 - 16.1.2021		
Warren ASC Annual Carnival 2022 Warren ASC 3.1.2021 - 3.1.2021		
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

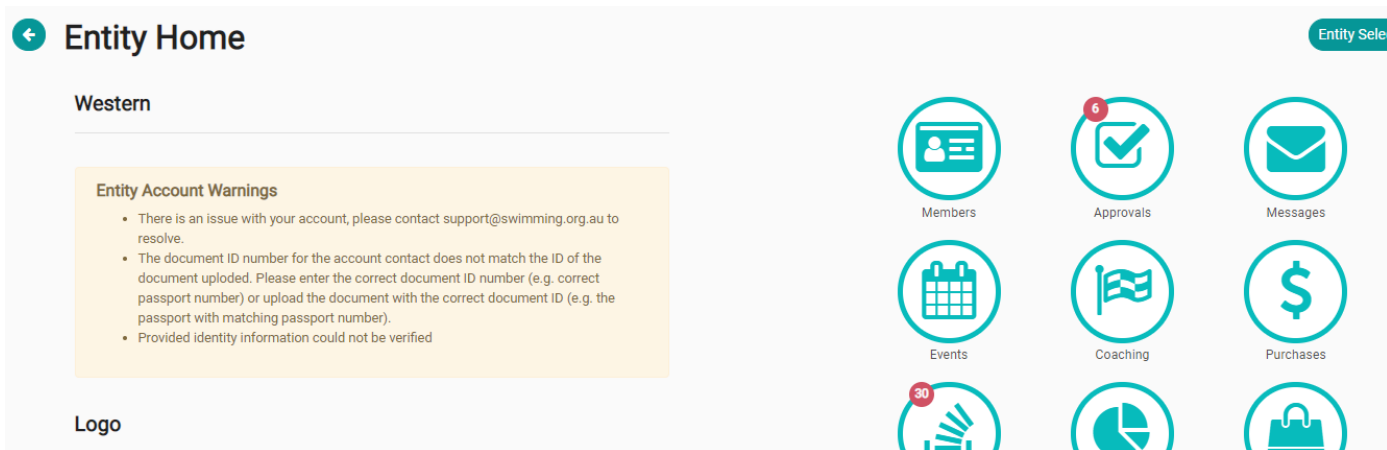
3 Entries per swimmer

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

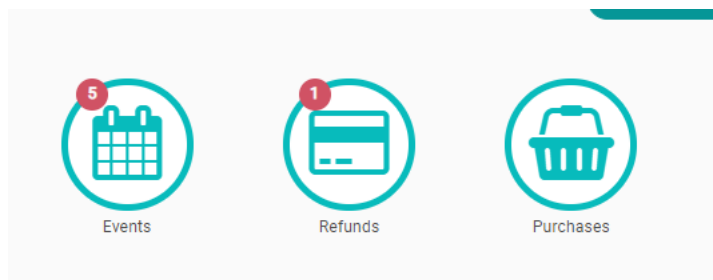
Western

**Entity Account Warnings**

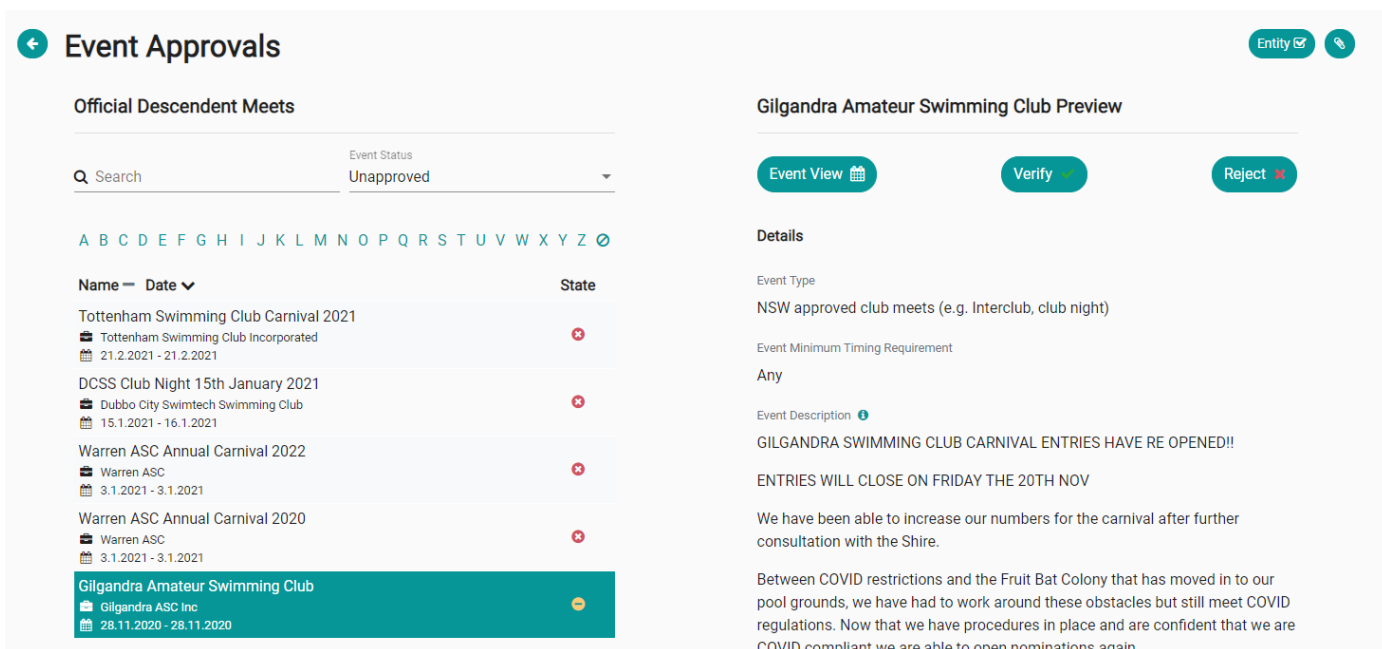
- There is an issue with your account, please contact support@swimming.org.au to resolve.
- The document ID number for the account contact does not match the ID of the document uploaded. Please enter the correct document ID number (e.g. correct passport number) or upload the document with the correct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

Logo

- 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**

Search 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	✖
<b>Gilgandra Amateur Swimming Club</b>		

**Gilgandra Amateur Swimming Club Preview**

Event View Verify Reject

**Details**

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

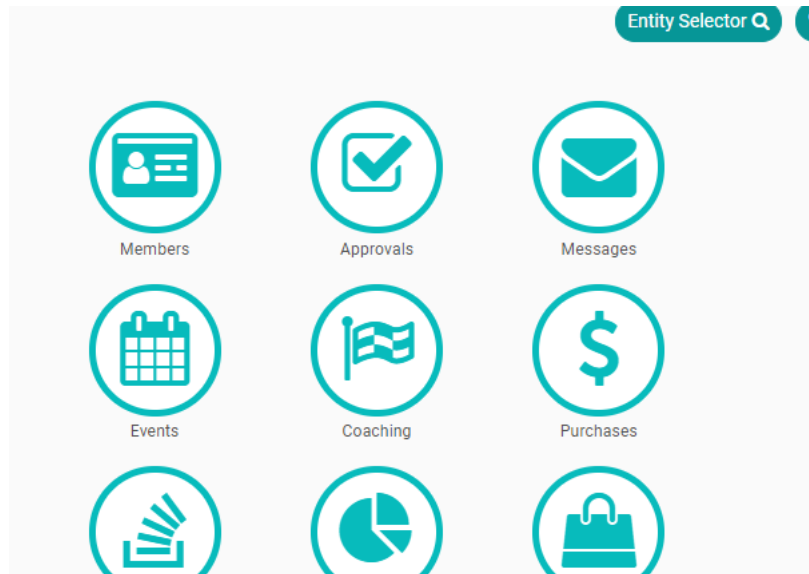
Event Minimum Timing Requirement  
Any

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
<b>2020 Nyngan Amateur Swimming Club Carnival</b> 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		

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**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