

## SWIMMING NSW AREA/CLUB MEET APPROVAL PROCESS

### July 2018

ORDER	RESPONSIBILITY	DESCRIPTION
1	AREA	Contact Swimming NSW at <a href="mailto:results@nsw.swimming.org.au">results@nsw.swimming.org.au</a> for a copy of the upcoming season meet calendar including Swimming NSW and Swimming Australia meets.
2	AREA	Add at least the following dates to the calendar: <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>
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.
6	AREA	Circulate Meet Calendar following approval by the Area Executive Committee. Area representative forwards the Area Meet List to Swimming NSW.
		<u>Please Note:</u> If the Area approves meets on an ad hoc basis, the Area representative is required to send Swimming NSW an updated Area Meet List with each additional approval.
7	CLUB	Hold Club Meet. Click <a href="#">here</a> to view available meet resources.

ORDER	RESPONSIBILITY	DESCRIPTION
8	CLUB	Upload the results to the APT National Results Database (NRD) through ClubLane within 7 days of the meet being run. Click <a href="#">here</a> to view the step by step guide. <b>Please ensure that the Meet Status is set to Pending Approval under the Settings tab. This ensures that SNSW are able to approve the meet in Step 12.</b>
9	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"> <li>- The MEET CODE - the meet cannot be approved without this number</li> <li>- The names of BOTH the currently qualified Referee and Starter that officiated at the meet</li> <li>- Attach BOTH a Meet Manager (MM) Backup file and a Team Manager (TM) Results file with your email</li> </ul>
10	AREA	Area representative checks that the information provided by the club is correct: <ul style="list-style-type: none"> <li>- Meet has Area Approval</li> <li>- MEET CODE is provided</li> <li>- Names of the currently accredited referee and Starter are listed</li> <li>- TM and MM files are included</li> </ul> <p><u>Please Note:</u> In the event that there are problems with the results or information supplied by the club, the club will be responsible for, and asked to fix, any problems and resubmit the required information to the Area.</p>
11	AREA	Area representative forwards email to Swimming NSW at <a href="mailto:results@nsw.swimming.org.au">results@nsw.swimming.org.au</a> within 7 days of the meet being run.
12	SNSW	Swimming NSW will follow the following process once the results are received: <ul style="list-style-type: none"> <li>- Meet is included in the Area Meet List (Meet has Area approval)</li> <li>- Check the MEET CODE is listed</li> <li>- Check the Referee and Starter named are currently accredited</li> <li>- Check TM and MM files are included</li> <li>- All the above has been received within 7 days of the meet being run</li> <li>- Approve Results in the APT NRD</li> </ul>

**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 - 12 form the Swimming NSW Meet Approval Process component that **MUST** be followed for final approval to be granted so that times can be used as qualifying times for State and National meets.