SWIMMING NSW AREA/CLUB MEET APPROVAL PROCESS
January 2017

ORDER	RESPONSIBILITY	DESCRIPTION
1	**AREA**	Contact Swimming NSW at results@nsw.swimming.org.au for a copy of the upcoming season meet calendar including Swimming NSW and Swimming Australia meets. Click HERE to view an example calendar.
2	**AREA**	Add at least the following dates to the calendar: - Area Championships - Speedo Sprints - Area run meets - Area Development activities.
3	**AREA**	Call for nominations* from Clubs, consideration to be given to the following: - 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
4	**AREA**	The Area Competitions committee will review the Club Meet applications considering the following: - 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.
6	**AREA**	Circulate Meet Calendar following approval by the Area Executive Committee. Area representative forwards the Area Meet List to Swimming NSW. Please Note: 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 HERE to view available meet resources.

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8	**CLUB**	Upload the results to the APT National Results Database (NRD) through ClubLane within 7 days of the meet being run. Click HERE to view the step by step guide. **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.**
9	**CLUB**	Send an email to the Area within 7 days of the meet being run with the following information: - The MEET CODE - the meet cannot be approved without this number - The names of BOTH the currently qualified Referee and Starter that officiated at the meet - Attach BOTH a Meet Manager (MM) Backup file and a Team Manager (TM) Results file with your email
10	**AREA**	Area representative checks that the information provided by the club is correct: - Meet has Area Approval - MEET CODE is provided - Names of the currently accredited referee and Starter are listed - TM and MM files are included Please Note: 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.
11	**AREA**	Area representative forwards email to Swimming NSW at results@nsw.swimming.org.au within 7 days of the meet being run.
12	**SNSW**	Swimming NSW will follow the following process once the results are received: - Meet is included in the Area Meet List (Meet has Area approval) - Check the MEET CODE is listed - Check the Referee and Starter named are currently accredited - Check TM and MM files are included - All the above has been received within 7 days of the meet being run - Approve Results in the APT NRD

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.