



SWIMMING NEW ENGLAND & NORTH WEST INC.

Version 1

Approved: SNE&NW Board

Date: 26/09/2018

Meet Application Policy

This document outlines the Swimming New England & North West Inc. (SNE&NW) policy and procedure for applications for club meets, time trial and club nights and club championships where times are to be uploaded to the National Results Database (NRD). This policy should be read in conjunction with the Area Competition Policy and Meet Information documents.

1. Club Meet Application Policy

The following meet application policies have been put in place for SNE&NW:

- 1.1. The SNE&NW Board will approve meets for the upcoming seasons and will issue a competition calendar. The calendar will include Australian Swimming Meets, SNSW Meets, Area Championships, Area Qualifying Meets and Club Meets.
- 1.2. Swim Meets cannot be scheduled on dates where SNSW and SAL Championships are scheduled without the permission of SNSW. (See SNSW Rule GR15.2)
- 1.3. A club applying for a date when an Australian or NSW State meet is scheduled will need to seek permission from SNSW to conduct the club meet and may have entry restrictions imposed. (See SNSW By Law 29)
- 1.4. If a club does not apply within the application period, or fails to submit their Application Form, they may not be considered in the first-round of allocations for swim meets.
- 1.5. Late or incomplete applications will be assessed at the discretion of the SNE&NW Board and will only be approved for a date which has not already been allocated. Incomplete applications will be sent back to the club.
- 1.6. After the first round of allocations have been advertised via an email to all club from the Area email and publication on the SNE&NW website, clubs may apply for additional meet/s if an application is received by the SNE&NW Board via the Registrar at swimmingnenwregistrar@gmail.com at least fourteen (14) days prior to the meet.

2. Time Trials Application Policy

- 2.1. Time Trials ARE NOT designed to take the place of Swim Meets.
- 2.2. Time Trials may be conducted "in house" by clubs, provided permission from SNE&NW Board has been sought at least fourteen (14) days prior to the time trial.
- 2.3. SNE&NW encourages that clubs conducting "in house" time trials to extend the invitation to other local clubs /swimmers in their area.
- 2.4. An accredited referee and starter must officiate at the Time Trial. When on-line meet entries (OME) are used, clubs are to upload their own results to the National Results Database (NRD). However, SNSW require the request for approval of the results to be sent by SNE&NW.



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- 2.5. The club must send Meet Manager backup and Team Manager results files to the SNE&NW Board via the Registrar swimmingnenwregistrar@gmail.com within 4 days of the completion of the event/s, together with names of the referee and starter. Where OMEs were used, the Meet Code number from ClubLane must also be sent.
- 2.6. No SNE&NW Records can be set at time trials.

3. Club Nights and Club Championships Application Policy

- 3.1. Clubs that wish to have their own club nights / championships approved, so that times can be used as qualifying times, must submit a Meet Approval Form to SNE&NW at least fourteen (14) days prior to the event.
- 3.2. An accredited referee and starter must officiate at the approved events or championship. When on-line meet entries (OME) are used, clubs are to upload their own results to the National Results Database (NRD). However, SNSW require the request for approval of the results to be sent by SNE&NW.
- 3.3. The club must send Meet Manager backup and Team Manager results files to the SNE&NW Board via the Registrar at swimmingnenwregistrar@gmail.com within 4 days of the completion of the meet, together with names of the referee and starter. Where OMEs were used, the Meet Code number from ClubLane must also be sent.
- 3.4. No SNE&NW Records can be set at club nights or club championships.

4. Meet Application Process

The following meet application process has been put in place for Swimming New England & North West Inc (SNE&NW) clubs:

- 4.1. Summer Season – October-March Nominate date/s for your swim meet/s for the Summer Season and submit meet applications by the advertised due date.
- 4.2. Winter Season – April-September Nominate date/s for your swim meet/s for the Winter Season and submit meet applications by the advertised due date.
- 4.3. Complete the appropriate Approval Application form/s (Appendix 1). (Also available on the SNE&NW website)
- 4.4. Submit the Meet Application form to the SNE&NW Board via the Registrar at swimmingnenwregistrar@gmail.com by the advertised due date.
- 4.5. The SN&NW Board will review all applications.
- 4.6. Once your swim meet has been allocated and approved by SNE&NW, you will be notified by email.

Version Control

Version	Date	Author	Approved
1	17 September 2018	Susanne Kable	SNW&NW Board



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Appendix 1 - Meet/Event Application Form

Meet/Event name			
Host Club			
Venue			
Meet/Event Date/s			
Start Time		Warm up Time	
Pool Length please circle	25m	33m	50m
Number of Lanes	5	6	7
Timing Equipment	Manual		SAT
Meet/Event Type			
Are the Results going to be uploaded to the National Results Database?	Yes	No	
Meet/Event Convener Name			
Meet/Event Convener Email			
Meet/Event Convener Phone			
Meet/Event Convener Signed			
Technical Officials			
Referee			
Starter			
Notes:			
<p>i) All participating Clubs must be affiliated with Swimming NSW (SNSW). All competing swimmers must be registered with SNSW. Competitions involving unaffiliated clubs or unregistered swimmers will not be approved or covered by the insurance of SNSW.</p> <p>(ii) For the above meet to be designated as a qualifying meet for SNSW and Swimming Australia (SAL)* events, the following minimum standards must be met:</p> <ul style="list-style-type: none"> The competition must be conducted under the Rules of SNSW; Automatic timing, semi-automatic timing, or manual times (*only automatic and semi-automatic times accepted by SAL); An Accredited Starter and Referee must be in attendance at the meet/event; TM and MM backup of the meet as well as the name of the Starter and Referee who attended the meet must be submitted electronically to the Area in the first instance within four days of the completion of the meet; The Area Board will then complete final approval within seven days of completion of the meet 			