



January, 2022

## Meet Approval Process for SMNE Clubs

SMNE Area will usually conduct the following approved swim meets each year:

- SMNE Distance Events (SC and LC)
- SMNE Summer Championships
- SMNE Winter Championships
- Speedo Sprint Heats - 13/U Sprints
- Other approved Meets as the need arises

In addition, all Clubs in our Area are encouraged to conduct their own Qualifying meets, Development meets, Invitational and other local meets.

ALL Club Meets must be approved by the Area Convenor both **before** and **after** the Meet. Please do NOT send your requests directly to SNSW. Doing so may delay the approval or your Meet as SNSW will have to forward your request to me. Please follow all steps below:

1. **BEFORE:**
  - a. Complete RFA and send to me at [competitionsconvenor@smne.org.au](mailto:competitionsconvenor@smne.org.au) - I will confirm via email if the Meet is approved.
  2. Create your Meet in Swim Central and send me your events file and Backup if you are unsure if you have created it correctly. I am happy to check the meet in Swim Central if required prior to publishing. If I have previously received and approved your RFA, I will proceed to first verification
3. **AFTER:**
  - a. Upload your results to Swim Central (SC)
  - b. Check the Results Import Summary for mismatched IDs, correct and re-upload if necessary
  - c. Email to me, noting the date and exact name (from SC) of your Meet:
    - i. Meet Manager (MM) Backup file
    - ii. Team Manager (TM) Results file
    - iii. Name of accredited Referee
    - iv. Name of accredited Starter

Please note: In the event that there are results issues the Club will be responsible for resolving this and will be required to fix and re-upload the results to Swim Central, BEFORE sending to the Competitions Convenor for approval of results.

Ariel Darley  
Competitions Convenor