

SMNE MEET APPROVAL PROCESS FOR SMNE CLUBS

JULY 2023



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 Meet
- 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 of your Meet as SNSW will have to forward your request to me. Please follow all steps below:

BEFORE (Pre-Approval)

1. Complete a Request For Approval (RFA) and email to me at competitionsconvenor@smne.org.au - I will confirm via email if your Meet is approved. Once I have given you pre-approval to proceed, go to Step 2.
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.

AFTER (Post-Meet Results Approval) - within 3 days

1. Upload your results to Swim Central
2. Check the Results Import Summary for mismatched IDs, split errors etc. Correct all errors and re-upload the meet to Swim Central
3. Email to me, noting the date and exact name (from Swim Central) of your Meet:
 - i. Meet Manager (MM) Backup file
 - ii. TM Results file
 - iii. Name of accredited Referee
 - iv. Name of accredited Starter

Please note: Clubs are responsible for resolving errors and will be required to fix and re-upload the results to Swim Central within 3 days of the meet finish and BEFORE sending to the Competitions Convenor for approval of results.