

Swimming North Coast Incorporated



Competition Policy and Information Book

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Competition Committee

The Competition Committee is a standing committee of the Swimming North Coast Area. The role of the Competition Committee is to:

- Review the competitive swimming program of the Association at the completion of each meet and recommend to the Management Committee alterations where necessary.
- Each year submit to the Management Committee qualifying times (if any) as required for the Association events for summer and winter seasons.
- Prepare programs for Area swimming meets for submission to the Management Committee for approval and such consolidated programs shall cover the ensuing summer and winter activities respectively.
- Carry out at the request of the Management Committee any duty related to the conduct of Association meets.
- Call for all clubs to submit expression of interest for all carnival dates and the type of carnival the club wishes to hold to enable the committee to approve meets, organize and set a competition calendar to recommend to the Management Committee.

The Competition Committee is made up of the Area Committee's Competition Coordinator and six representatives from the Area with a maximum of two(2) members from any club. Members of the Area Management Committee may attend in an ex-officio capacity.

Email Address: swimmingnorthcoastcomp@gmail.com

SNSW Competition Strategy

The SNSW Competition Strategy was first introduced in April 2010 to meet a number of key objectives set by the Board but predominately to improve the level of competition that was available to SNSW members.

As the first year of implementation of the strategy came to an end, the Board resolved to conduct a review into the strategy, specifically to determine its effectiveness in meeting the objectives that it was originally intended to achieve.

The review was conducted with input from the SNSW Development Officers who have been at the coal face of implementing this new strategy and were therefore best placed to provide insight into what areas the strategy was working well and what areas it could be improved upon.

A further review was conducted as a result of recommendations made by the 2012 Area Presidents' Meeting.

The current SNSW Competition Strategy can be viewed on the SNSW website nsw.swimming.org.au The key points are:

- There are three levels of swim meets at Area level: Championship, Qualifying and Development Meets.
- All Club meets should be approved by their respective Area. The Area needs to ensure the clubs are providing a good cross section of meets that suit the needs of all stakeholders and also meet the specific needs of the Area.
- The relaxing of time constraints for Qualifying and Development meets. Although the length of meet should be an important consideration for all Clubs and Areas, setting



specific time limits that are applicable across the whole state was not achievable or desirable.

- NSW imposes stricter guidelines on Area Championship meets. In the ideal pathway of competition, Area Championships are the step before a swimmer reaches NSW events and therefore this is the key level that NSW must ensure that the appropriate competition opportunities are being provided for athletes. NSW needs to ensure that Areas are offering a meaningful program of events at their Championships to ensure a smooth transition for athletes along the competition pathway, particularly at this higher level.
- The NSW recommendations for Qualifying and Development Meets means that Clubs and Areas can still run programs that they want at this level, but there are recommendations that help to ensure that swimmers at all levels have access to meaningful programs and an opportunity to achieve qualifying times needed for the next level of competition.
- NSW provides Clubs & Areas with access to specific programs, qualifying and/or break times, to ensure that Clubs and Areas can conduct good quality meets.
- The NSW Strategy is not about forcing Clubs and Areas to do what NSW wants, rather it ensures our swimmers have the best opportunities to compete at an appropriate level and continue to improve as they move along the competition pathway.

Meet Application Process

The following meet application process has been put in place for SNC clubs:

1. Summer Season – October-March

Nominate two dates for your swim meet (1st & 2nd preferences) for the Summer Season and submit meet applications between 1st April and fourteen (14) days prior to the AGM.

2. Winter Season – April-September

Nominate two dates for your swim meet (1st & 2nd preferences) for the Winter Season and submit meet applications between 1st December and 31st January.

3. Complete the appropriate Approval Application form found in this booklet. (Also available on the SNC website)
4. Create your meet program flyer with your terms and conditions as a Word doc. Samples are available on the NSW website.
5. Submit your meet program, terms and conditions and Approval form to the Competition committee. swimmingnorthcoastcomp@gmail.com by the due date.
6. The SNC Competition Committee will review all applications and allocate dates available.
7. Amendments / changes to swim meet programs may be requested by SNC Competition and/or Management Committee before Area approval of the Meet.
8. Once your swim meet has been allocated and approved by SNC, you will be notified and you can then upload your meet to Swim Central. (see instructions on the website)



Meet Application Policy

The following meet application policies have been put in place for SNC:

- The Competition Committee will allocate meets for the upcoming seasons and will issue a competition calendar. The calendar will include Australian Swimming Meets, SNSW Meets, Area Championships, Qualifying Meets and Development Meets.
- Swim Meets cannot be scheduled on dates where SNSW and SAL Championships are scheduled without the permission of SNSW. (See SNSW Rule GR15.2)
- 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)
- Clubs may not always secure their first preference of date.
- If a club does not apply within the application period, or fails to submit both their Approval form and their meet program and conditions, they may not be considered in the first-round of allocations for swim meets.
- Late or incomplete applications will be assessed at the discretion of the Competition Committee and will only be approved for a date which has not already been allocated.
- Prior to Area Long Course Championships preference will be given to clubs wishing to conduct a Long Course Qualifying Meet.

Pre-Meet Process

The following links lead to comprehensive support documents that will assist with setting up your meet in Swim Central.

These help files are also available on the SNSW website by navigating through their menu to Clubs / Running Your Club / Swim Central Help Guides & FAQ.

- **Setting up a Meet in Swim Central:**

<https://nsw.swimming.org.au/sites/default/files/assets/documents/How%20to%20Create%20a%20Meet%20in%20Swim%20Central.pdf>

- **Adding Membership and Relationship requirement to your meet:**

https://nsw.swimming.org.au/sites/default/files/assets/documents/Adding%20Membership_Relationship%20Requirements.pdf

- **Creating Direct Entry links for your meet:**

https://qld.swimming.org.au/sites/default/files/assets/documents/Creating%20a%20direct%20meet%20link_0.pdf

- **Associating an external meet with my club:**

https://nsw.swimming.org.au/sites/default/files/assets/documents/HOW%20TO%20ASSOCIATE%20A%20MEET%20TO%20MY%20CLUB_0.pdf

- **Viewing a list of Meet Attendees:**

https://nsw.swimming.org.au/sites/default/files/assets/documents/Viewing%20Meet%20Attendees_0.pdf



Post-Meet Process

Clubs are required to undertake the following at the completion of their meets:

- Check your Meet Manager file carefully, ensuring each swimmer has the correct spelling of their name and date of birth
- Remove any notes attached to names, for example MC Classifications or notation of visitors
- Upload your results file to Swim Central, by following this Results upload Process help guide below:
[SNSW Result Upload Process.pdf](#)
- Within three (3) days of the meet send the following items to the Competition Committee email swimmingnorthcoastcomp@gmail.com
 - Meet Manager backup and Team Manager results files and pdf version of results in publication order. (See page 6 for instructions.)
 - Name of the accredited starter and referee that officiated the meet
- SNC Competition Coordinator will verify your files before emailing confirmation of verification to Swimming NSW, with all event files & information attached within 7 days of the meet.
- SNC Competition Committee will send the pdf file of results to the SNC website coordinator for publishing on the Area website.

More information on the **SNSW Meet Approval Process** can be found in the following link:

[SNSW Meet Approval Process June 2021.pdf](#)

Note: Swimmers' names must match exactly how they appear in Swim Central. Any discrepancies in a swimmer's name or birth date will prevent their results from displaying in Swim Central, so the times will not be available as entry times for future meets.

For Online Meet Entries, approved times in Swim Central will be the only times recognised by SNSW and Swimming Australia.



How to Export Results from Meet Manager for Sending to the Competition Committee

Meet Manager Backup

1. Open the Meet in Meet Manager
2. Click **File /Backup**
3. Select a location to save the backup, then click **OK**
4. The Backup Options screen will appear. Click **OK**
5. When the Backup Utility Completed screen appears make a note of the location and name of the Backup file, then click **OK**

Team Manager Results File

1. Open the Meet in Meet Manager
2. Click **File / Export / Results for Team Manager or SWIMS**
(In Meet Manager v 5.0 and above, click **File / Export / Results for Swim Manager or SWIMS**)
3. Select the following options:
 - a. Gender: Both
 - b. Events: Standard Events, Time Trial Events, Swim-off Events
 - c. Relays: Relays Plus Athletes
 - d. Include Splits
4. Click **OK**, then **OK** again
5. Save the file to a location of your choice then click **OK**
6. A confirmation box will appear. Note the name and location of the file, then click **OK**.

Results File in PDF Format

1. With the meet open in Meet Manager, click **Reports / Results**
2. In the **Session List** choose **All**, then click the **Select All** button at the top
3. The report should be **Single Column** and sorted in **Publication Order**
4. Minimum included items should be **Entry Times** and **Time Trial Events**
5. Click the **Create Report** button at the top
6. Click the **Export Report** button and choose **Adobe Acrobat (PDF)**
7. Choose **All Pages**, then select a location to save the pdf file



Area Championships

Area Championships will be held in both winter and summer seasons and meet programs can be found on our website (www.swimmingnorthcoast.org.au) or by contacting the Competition Coordinator (swimmingnorthcoastcomp@gmail.com). These meets are designed for swimmers to qualify for Country, State and National Championships.

The program and qualifying times are set by the Competition Committee and are sent to SNSW for approval prior to the start of the applicable season.

CHAMPIONSHIP MEET Division 1 and Short Course

Organisational Body: Swimming North Coast

Time Standards: All events must have Qualifying Standards

Rule Considerations: None

Swimming NSW Approval Required: Yes

Area Approval Required: Yes

Time Limit: Four Sessions or two days.

Timing Equipment: Automatic (AOE) or Semi Automatic (SAT) timing will be used

Program of Events: A Championship Meet program must include all of the events as indicated in the Championship Meet Event Matrix (see below)

Age Grouping: The age groups are as indicated in the Championship Meet Medal Matrix (see next page). It is not a requirement that all events are offered in individual age groups.

Championship Meet Event Matrix

Long Course

Stroke	Distance					
	50	100	200	400	800	1500
Freestyle	X	X	X	X	X	X
Backstroke	X	X	X			
Breaststroke	X	X	X			
Butterfly	X	X	X			
Individual Medley			X	X		
Freestyle Relay			X			
Medley Relay			X			

Short Course

Stroke	Distance					
	50	100	200	400	800	1500
Freestyle	X	X	X	X	X	X
Backstroke	X	X	X			
Breaststroke	X	X	X			
Butterfly	X	X	X			
Individual Medley		X	X	X		
Freestyle Relay			X			
Medley Relay			X			



Swimming North Coast Championships Medal Matrix

Freestyle	50m	Multi-Class	9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	100m	Multi-Class	9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	200m		11yrs & Under			12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	400m		12yrs & Under				13-14yrs		15-16yrs		17yrs & Over	
	800m		13yrs & Under						14yrs & Over			
	1500m		13yrs & Under						14yrs & Over			
Backstroke	50m	Multi-Class	9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	100m		9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	200m		11yrs & Under			12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
Breaststroke	50m	Multi-Class	9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	100m		9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	200m		11yrs & Under			12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
Butterfly	50m	Multi-Class	9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	100m		9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	200m		11yrs & Under			12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
Individual Medley	100m		9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	200m		9yrs & Under	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs	16yrs	17yrs & Over	
	400m		12yrs & Under				13-14yrs		15-16yrs		17yrs & Over	
Freestyle Relay	4x50m		10yrs & Under		12yrs & Under		14yrs & Under		Open			
Medley Relay	4x50m		12yrs & Under				13yrs & Over					
Mixed Relay	4x50m		12yrs & Under				Open					



Area Championships – additional information

Division 2

Organisational Body: Swimming North Coast

Time Standards: All events must have Qualifying Standards

Rule Considerations: None

Swimming NSW Approval Required: Yes

Area Approval Required: Yes

Time Limit: Two Sessions or one day.

Timing Equipment: Automatic (AOE) or Semi Automatic (SAT) timing will be used

Program of Events: A Championship Meet program must include all of the events as indicated in the Championship Meet Event Matrix (see above)

Age Grouping: The age groups are as indicated in the Championship Meet Medal Matrix (see next page). It is not a requirement that all events are offered in individual age groups.

SNC Responsibilities

SNC will be responsible for the following in relation to our Area Championships:

- Setting the Program of Events and Qualifying Times
- Setting the Entry Fee
- Collation of entries and program (entries to be sent to Competition Committee)
- Program printing and sales
- Ordering and cost of medals and trophies
- Provision and cost of Timing Equipment (AOE for summer where possible and SAT for winter)
- Provision of printing facilities and paper
- Appointment of Technical Officials
- Allocation of lanes to clubs for timekeeping duties

Host Club Responsibilities

The Host Club will be responsible for the following in relation to our Area Championships:

- Provide refreshments for officials
- Assist with providing officials
- Shade for Marshalling and officials where appropriate
- Chairs, tables
- Provide backup stop watches
- Provide clipboards for officials
- Pool Set-up

Financial Compensation

Host clubs will be given \$1.00 per entry and the profits from any BBQs, raffles etc. that they choose to run on the day.



NB \$2.00 from every entry fee is allocated to the Area Development Program.

Swimwear

Swimming North Coast encourages all swimmers to wear club caps and apparel when competing at Swimming North Coast Area Championships.

Please Note NSW Rules regarding Advertising and sponsors names. (GR.20)

Swimming North Coast Division 2 Medal Matrix

Freestyle	50m	Multi-Class	8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	100m	Multi-Class	8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	200m		12yrs & Under				13yrs & Over			
	400m		12yrs & Under				13yrs & Over			
	800m		12yrs & Under				13yrs & Over			
	1500m		12yrs & Under				13yrs & over			
Backstroke	50m	Multi-Class	8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	100m		8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	200m		12yrs & Under				13yrs & Over			
Breaststroke	50m	Multi-Class	8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	100m		9yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	200m		12yrs & Under				13yrs & Over			
Butterfly	50m	Multi-Class	8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	100m		8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	200m		12yrs & Under				13yrs & Over			
	200m		8yrs & Under	9yrs	10yrs	11yrs	12yrs	13yrs	14yrs	15yrs & Over
	400m		12yrs & Under				13yrs & Over			



Note 1: See Appendix B for Long Course Division 1 and Appendix C for Short Course Championship Programs. Appendix D is the Program for Division 2 LC Championships

Note 2: Current Qualifying Times (QT) will be available on the championship programs located on the SNC website.

Speedo Sprints Heats

Speedo Sprints are held each Summer Season and are a SNSW/SNC Meet. Clubs are invited to express their interest in providing the venue for the Speedo Sprints on behalf of SNC/SNSW each year. Clubs may apply to the Competition Committee to hold the Speedo Sprint Heats through the SNC Meet Application process. NOTE: These are held in a North and South venue simultaneously

SNC will provide a Convener for this meet to liaise with the venue clubs. SNC is responsible for receiving entries, carnival program collation, printing and sales as well as supplying of ribbons for all non-Speedo Sprint events. The Competition Coordinator, in conjunction with SNC Treasurer, is also responsible for the financial returns form required by SNSW.

SNC will receive \$4.00 from the entry fees per event, of which \$1.00 per Speedo Sprint event will be forwarded to SNSW. Venue club will receive \$1.00 from the entry fee per event.

The host club who provides timing for the meet will be paid the SNC Timing hire rate.

The host club is responsible for providing refreshments for meet officials and assisting with venue set up and clear up

Swimming North Coast with permission from SNSW reserves the right to run this event at two venues and merge the results.

The Competition Coordinator is responsible for facilitating the merging of results when the meet is run at two venues, sending the results to SNSW, producing the list of successful swimmers who will progress to the finals.

Successful swimmers progress from this meet to Speedo Finals at SOPAC according to the SNSW policy.

Parents, on behalf of selected swimmers, will be required to **complete forms and pay the team levy on the day of Speedo Heats where possible** to confirm that they are accepting selection and intend to attend the Finals at SOPAC. Travel and where necessary accommodation, is the responsibility of the swimmer and their family.

SNC will select relay teams from the swimmers who qualify based on times swum at the heats. Managers and Coaches will be appointed by SNC to assist swimmers at SOPAC.

Winter Sprints

Winter Sprints are the winter equivalent of Speedo Sprints, but held in a short course pool. Clubs are invited to express their interest in providing the venue for the Winter Sprints on behalf of SNC/SNSW each year. Clubs may apply to the Competition Committee to hold the Winter Sprint through the SNC Meet Application process.

SNC will provide a Convener for this meet to liaise with the host clubs. SNC is responsible for receiving entries and carnival program collation printing and sales. The Convener, in conjunction with SNC Treasurer, is also responsible for the financial returns form required by SNSW.

Swimming North Coast with permission from SNSW reserves the right to run this event at two venues and merge the results.

The Convener is responsible for facilitating the merging of results when the meet is run at two venues, sending the results to SNSW and distribution of ribbons.



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SNC will receive \$5.00 from the entry fees per event, of which \$1.00 per Winter Sprint event will be forwarded to SNSW. Venue club will receive \$1.00 from the entry fee per event.

At this stage there is no progression to State Finals but a Top Ten Listing for each event is generated by SNSW across all Area results.

Swimming North Coast reserves the right to conduct this event themselves if it is deemed to be in the best interest of the Area.

Currently, SNSW is not conducting this event due to lack of support by other Areas.



Qualifying Meets

Qualifying Meets will be held in both winter and summer seasons and are designed for swimmers to qualify for Area, Country, State and National Championships.

Clubs will be invited to express their interest in holding Qualifying Meets in both winter and summer and these will be considered each year by the Competition Committee. Clubs may apply to hold a qualifying meet by completing a Request for Approval of Qualifying Meet Form which can be found at Appendix A.

This form, along with a copy of the program of events and terms and conditions (which are to be set by individual clubs) is to be sent to the Competition Coordinator for approval. Once your meet has been approved you will be notified by email and your program will be loaded on to the SNC website. **Note:** The Competition Committee has adopted the SNSW recommendations listed in their Competition Strategy to determine meet approvals.

QUALIFYING MEET

Organisational Body: Areas & Clubs

Time Standards: Optional

Rule Considerations: Not for qualifying events but may be applied to non qualifying events

Swimming NSW Approval Required: No

Area Approval Required: Yes

Program of Events: Swimming North Coast requires that Qualifying Meet programs include all of the events as indicated in the Qualifying Meet Event Matrix (see below).

Age Grouping: Swimming North Coast recommends that Age groups offered at Qualifying Meets include the age groups as indicated in the Qualifying Meet Age Group Matrix (see next page).

Further Notes & Recommendations:

- Age groups may be varied to better suit club requirements
- Non-qualifying events such as 25m events may be added to Qualifying programs to suit the needs of the club's clientele.

Qualifying Meet Event Matrix:

Long Course Qualifying Meet Event Matrix

Stroke	Distance					
	50	100	200	400	800	1500
Freestyle	X	X	X	X	Optional	Optional
Backstroke	X	X	X			
Breaststroke	X	X	X			
Butterfly	X	X	X			
Individual Medley			X	Optional		
Freestyle Relay			Optional	Optional		
Medley Relay			Optional	Optional		



Short Course Qualifying Meet Event Matrix

Stroke	Distance					
	50	100	200	400	800	1500
Freestyle	X	X	X	X	Optional	Optional
Backstroke	X	X	X			
Breaststroke	X	X	X			
Butterfly	X	X	X			
Individual Medley		X	X	Optional		
Freestyle Relay			Optional	Optional		
Medley Relay			Optional	Optional		

Qualifying Meet Age Group Matrix (RECOMMENDATION ONLY)

Freestyle	50	9 & Under	10\11 Years	12\13 Years	14\15 Years	16 & Over
	100	10 & Under	11\12 Years	13\14 Years	15 & Over	
	200	12 & Under	13\14 Years	15 & Over		
	400	13 & Under	14 & Over			
	800	11 & Over				
	1500	11 & Over				
Backstroke	50	9 & Under	10\11 Years	12\13 Years	14\15 Years	16 & Over
	100	10 & Under	11\12 Years	13\14 Years	15 & Over	
	200	12 & Under	13\14 Years	15 & Over		
Breaststroke	50	9 & Under	10\11 Years	12\13 Years	14\15 Years	16 & Over
	100	10 & Under	11\12 Years	13\14 Years	15 & Over	
	200	12 & Under	13\14 Years	15 & Over		
Butterfly	50	9 & Under	10\11 Years	12\13 Years	14\15 Years	16 & Over
	100	10 & Under	11\12 Years	13\14 Years	15 & Over	
	200	12 & Under	13\14 Years	15 & Over		
Individual Medley	100	9 & Under	10\11 Years	12\13 Years	14\15 Years	16 & Over
	200	12 & Under	13\14 Years	15 & Over		
	400	13 & Under	14 & Over			
Freestyle Relay	4 X 50	10 & Under	11/12 Years	13/14 Years		
	4 X 100	16 & Under	18 & Under			
	4 X 200	18 & Under				
Medley Relay	4 X 50	10 & Under	11/12 Years	13/14 Years		
	4 X 100	16 & Under	18 & Under			



Development Meets

Clubs will be invited to express their interest in holding Development Meets in both winter and summer and these will be considered each year by the Competition Committee. Clubs may apply to hold a development meet by completing a Request for Approval of Development Meet Form which can be found at Appendix A.

This form, along with a copy of the program of events (which is to be set by individual clubs) is to be sent to the Competition Coordinator for approval. Once your meet has been approved you will be notified by email and your program will be loaded on to the SNC website. **Note:** The Competition Committee will be using SNSW recommendations listed in their Competition Strategy to determine meet approvals.

DEVELOPMENT MEET

Organisational Body: Areas & Clubs

Time Standards: Optional

Rule Considerations: Yes

8 & Under: Swimming North Coast recommends applying rule considerations. Times maybe used for qualifying purposes only if the referee deems stroke to be correct.

9 & Over: Swimming North Coast does not recommend applying rule considerations.

Swimming NSW Approval Required: No

Area Approval Required: Yes

Program of Events: Swimming North Coast requires that Development Meet programs include all of the events as indicated in the Development Meet Event Matrix (see next page).

Age Grouping: Swimming North Coast recommends that age groups offered at Development Meets include the age groups as indicated in the Development Meet Age Group Matrix (see next page).

Use of times for Qualifying Purposes: Swimming North Coast will approve times from Development Meets to be loaded to the National Results Database for use as qualifying times when there is an accredited Referee and Starter and the meet is conducted under the Rules of Swimming NSW and SAL.

Further Notes and Recommendations:

- Age groups may be varied to better suit club requirements.
- 25m events may be added to Long Course Development meets because they are classified as Non-Qualifying events and adhere to the SNSW requirements.



Development Meet Event Matrix:

Long Course

Stroke	Distance		
	50	100	200
Freestyle	X	X	X
Backstroke	X	X	Optional
Breaststroke	X	X	Optional
Butterfly	X	X	Optional
Individual Medley			X

Short Course

Stroke	Distance			
	25	50	100	200
Freestyle	X	X	X	X
Backstroke	X	X	X	Optional
Breaststroke	X	X	X	Optional
Butterfly	X	X	X	Optional
Individual Medley			X	X

Development Meet Age Group Matrix: (recommendation only)

Freestyle	25	6 & Under	7 Years	8 Years	9 Years	10 Years
	50	8 & Under	9\10 Years	11\12 Years	13 & Over	
	100	10 & Under	11\12 Years	13 & Over		
	200	Open				
Backstroke	25	6 & Under	7 Years	8 Years	9 Years	10 Years
	50	8 & Under	9\10 Years	11\12 Years	13 & Over	
	100	10 & Under	11\12 Years	13 & Over		
Breaststroke	25	6 & Under	7 Years	8 Years	9 Years	10 Years
	50	8 & Under	9\10 Years	11\12 Years	13 & Over	
	100	10 & Under	11\12 Years	13 & Over		
Butterfly	25	6 & Under	7 Years	8 Years	9 Years	10 Years
	50	8 & Under	9\10 Years	11\12 Years	13 & Over	
	100	10 & Under	11\12 Years	13 & Over		
Individual Medley	100	10 & Under	11\12 Years	13 & Over		
	200	10 & Under	11\12 Years	13 & Over		



Picnic Meets

Organisational Body: Clubs

Time Standards: Optional

Swimming NSW Approval Required: No

Area Approval Required: Yes

Program of Events: Host club's own choice of events

Age Grouping: Host club's own choice

Use of times for Qualifying Purposes: Swimming North Coast will NOT authorize any times from Picnic Meets to be up loaded to Swim Central for use as qualifying times.

Further Notes and Recommendations:

- Picnic Meets should be held at the beginning or at the end of the season.



Qualifying, Development and Picnic Meet Planning Considerations

SNSW has put together a checklist for Areas and Clubs to use when planning their Meets. This checklist has been broken into three steps as follows:

Step 1: SNSW want all Areas and Clubs to think about all their key stakeholders when putting their meet programs together:

- Swimmers
- Technical officials & volunteers
- Parents

Step 2: With all these key stakeholders in mind, the following should be considered when putting together meet programs:

- Why are we running this meet?
- What level of swimmer do we want at this meet?
- What sort of events do these swimmers require?
- How long do you want the meet to go for?
- Will our Technical Officials and Volunteers be happy with this timeframe?
- Will our Parents be happy with this timeframe?
- What can we do to ensure that all three key stakeholders benefit from this meet?
- How can we ensure that we meet all of the above aims, whilst still making the meet financially viable?

Step 3: Once you have answered all these questions, then the Area or Club should determine the following:

- The Meet program
- Set qualifying or break times (if required)
- Limited entries (if required)

Host club responsibilities and check list

The host club is responsible for the following when holding Qualifying or Development Meets:

- Setting the Program of Events and Terms and Conditions
- Setting the Entry Fee
- Collation of entries and program
- Program printing
- Ordering and cost of medals and/or ribbons



- Provision and cost of Timing Equipment
- Allocation of lanes to clubs for timekeeping duties
- Provide refreshments for officials
- Provide officials and/or contact ATSC if officials are required (a fee will be applicable where ATSC officials are required).
- Shade for Marshalling and Technical Officials where appropriate.
- Chairs
- Provide photocopier / printing facilities and paper / stationery
- Provide backup stop watches
- Provide clipboards for officials
- Pool Set-up
- Sending results (MM backup, TM results files, pdf version of results in publication order and names of accredited Referee and Starter) to Competition Committee swimmingnorthcoastcomp@gmail.com within 3 days of Meet completion.

SNC Competition Committee Responsibilities

SNC Competition committee is responsible for facilitating the placement of results on the SNC website.



ORGANISING COMMITTEE / MEET DIRECTOR CHECKLIST FOR A CLUB OR AREA RUN MEET

<i>Requirement</i>	<i>Who</i>	<i>Completed</i>
Before the Meet - Organising Committee		
Date - set and approved (by SNC Area if applicable)		
Program - set and approved		
Advertise the Meet - NSW Swimmer, local newspaper, flyers, personal contacts		
Obtain local Council/pool management approval - pool booking and equipment		
Obtain and confirm sponsorship where appropriate		
Order prizes and medals		
Volunteers - obtain, arrange and schedule (including runners, food servers etc)		
Order/Arrange for all catering items (suppers, BBQ and other as required)		
Admission arranged for competitors, spectators and officials with the pool management		
Arrange for the keying of all entries prior to the Meet		
Programs to be printed, including officials' copies, ready for purchase		
Before the Meet - Meet Director		
Electronic - equipment booked - if available Manual - timekeepers and watches - make sure sufficient numbers are available		
Semi Automatic timing hired and arranged When SAT is to be used, manual stopwatches (1 per lane) must also be used as a backup system		
Arrange for delivery to the pool of any equipment required		
Original entries and summary sheets are to be brought to the pool		
Results and judges sheets ordered		
Officials appointed and notified		
Arrange for delivery to the pool of all stationery items		
Warm up procedures - allocate clubs lanes if necessary and advertise in program		
On Meet Day - Meet Director		
Make sure that lane ropes are installed and tightened		
Marshalling area - seating and sun protection is provided if the meet is outside (up to 80)		
Set up presentation area and dais if required		
Event / claims board - arranged so all competitors can see it		
Backstroke flags and false start rope - in place and tested		
Lane markers		
Result board		
Lap counters if required are available		
Starters stand and equipment checked		
Judges stand or chairs are put in place if required		
Recorders tables and 4 chairs and equipment - in place		
Public address system - any special instructions for the announcer		
Chairs (3 per lane) and sun protection for timekeepers is provided		
Catering - Morning tea and Lunch provided for officials		



ORGANISING COMMITTEE / MEET DIRECTOR CHECKLIST (continued)

End of Meet - Meet Director:

- Ensure results (MM backup, TM results files, pdf version of results in publication order and Names of accredited Referee and Starter) sent to Competition Committee swimmingnorthcoastcomp@gmail.com within 3 days of Meet completion.
- Where qualifying times are to be submitted to Swimming NSW, ensure names of Referee and Starter are included.
- Write a report, including anything out of the ordinary that may have happened.
- Include any major incidents or recommendations for future improvements and forward to the SNC management committee.

Technical Officials

SNSW and SAL require an accredited referee and starter to be appointed for a Qualifying Meet and a Development Meet, where the results are to be uploaded to Swim Central. SNC also requires an accredited Judge of Strokes to be appointed where there are more than 4 lanes in the pool. The ATSC will assist clubs to contact accredited officials.

A Check List of Key Technical Officials needed to run a meet is in **Appendix E**

Time Trials

- Time Trials ARE NOT designed to take the place of Swim Meets.
- Time Trials may be conducted as an addition to an Approved Swim Meet at the discretion of the Meet Director and Referee.
- Time Trials should only be run where the achievement of a qualifying time for an Area Championship or Country, State or National Championship qualifying time is **a realistic possibility**. (NB National qualifying times must be swum in a 50m pool)
- Time Trials may be conducted “in house” by clubs, provided permission from SNC Competition Committee has been sought at least seven (7) days prior to the time trial. Swimmers from other clubs may be invited.
- SNC encourages that clubs conducting “in house” time trials prior to an Area Championship or Country, State or National Championship extend the invitation to other local clubs /swimmers in their area.
- An accredited referee and starter must officiate at the Time Trial.
- Clubs must follow Post Meet Procedure.
- The club must send MM backup and TM results files to SNC Competition committee swimmingnorthcoastcomp@gmail.com **within 48 hours**. Accompanying these results must be the names of Referees/Starters.
- No SNC Records can be set at time trials.



Approval of Club Nights and Club Championships

Clubs that wish to have their own club nights / championships approved, so that times can be used as qualifying times, must submit their programs to SNC together with a Meet Approval Form at least 14 days prior to the event. As a courtesy, please notify the committee if your club is anticipating having a qualifying Club Championship event during the following January, February or March.

- An accredited referee and starter must officiate at the approved club night or championship.
- If on-line entries are used, clubs are to upload their own results to the National ResultsDatabase (NRD). The club must send the MM backup and TM results files to: SNC Competition committee swimmingnorthcoastcomp@gmail.com **within 48 hours**. Accompanying these results must be the names of Referees/Starters and the ClubLANEMeet Code Number.
- If no on-line entries are used, then the club must send MM backup and TM results file to: SNC Competition committee swimmingnorthcoastcomp@gmail.com **within 48 hours**. Accompanying these results must be the names of Referees/Starters.
- No SNC Records can be set at club nights or club championships.

Swimming North Coast Records

Categories and Criteria

1. **Short Course Championship Records** - fastest times achieved at the official Swimming North Coast Short Course Championships.
2. **Short Course Overall Records** - fastest times achieved by registered Swimming North Coast swimmers at a swim meet in any 25m pool.
3. **Long Course Championship Records** - fastest times achieved at the official Swimming North Coast Long Course Championships.
4. **Long Course Overall Records** - fastest times achieved by registered Swimming North Coast swimmers at a swim meet in any 50m pool.

Notes:

- Only times achieved by swimmers who are registered with Swimming North Coast can be considered for these records.
- Events must be swum according to the rules of SAL and SNSW.
- Timing must be done either electronically or manually using three timekeepers. An accredited referee and starter must be officiating.
- Club nights, club championships, time trial meets and school meets below Regional level will not be considered for SNC records.
- SNC Championship Carnivals and inter-club carnivals within the area will be checked for new records by the records officer when either a Meet Manager or Team Manager file of results is available.
- State and National meets will also be checked when a Meet Manager or Team Manager file of results is available.
- Swimmers who achieve times at meets other than the above will need to contact registrar to see if a Record Application Form is required swimmingnorthcoastregistrar@hotmail.com



Swimming North Coast Multi Class Records

Categories and Criteria.

1. **Multi Class Short Course Championship Records** – times achieved at the official Swimming North Coast Short Course Championships
2. **Multi Class Short Course Overall Records** - fastest times achieved by registered Swimming North Coast multi class swimmers at a swim meet in any 25m pool or 33m pool.
3. **Multi Class Long Course Championship Records** – times achieved at the official Swimming North Coast Long Course Championships
4. **Multi Class Long Course Overall Records** - fastest times achieved by registered Swimming North Coast multi class swimmers at a swim meet in any 50m pool.

Notes:

- Multi Class Records will be kept for all the standard age groups and classifications S1 - S16 when they are available. Records with no current record holder will not be displayed.
- Only times achieved by officially classified multi class swimmers who are registered with Swimming North Coast Inc can be considered for these records.
- Events must be swum according to the rules of SAL and SNSW.
- Timing must be done either electronically or manually using three timekeepers. An accredited referee and starter must be officiating.
- Club nights, club championships, time trial meets and school meets below Regional level will not be considered for SNC Multi Class Records.
- SNC Championship Carnivals and inter-club carnivals within the area will be checked for new records by the records officer when either a Meet Manager or Team Manager file of results is available.
- State and National meets will also be checked when a Meet Manager or Team Manager file of results is available.
- Swimmers with times achieved at meets other than the above will need to contact the registrar to see if a Record Application Form is required.
swimmingnorthcoastregistrar@hotmail.com

SNSW or Australian Multi Class Records

Swimmers who wish to claim a SNSW or Australian MC record from a time achieved at a SNC run Carnival must do so **on the day** of the swim.

It is the responsibility of the swimmer to have the correct record application form with them and have it signed by the Meet Officials on the day. A copy of the print out of the time must be requested on the day of the swim to accompany the record application.

SNC is unable to assist with claims for MC records not processed on the day of the swim.

SNC By Laws

Check the SNC By Laws for more information

https://northcoastnsw.swimming.org.au/files/73046/files/Resources/Constitution_And_ByLaws/swimming%20north%20coast%20by-laws%20version%201_10%20amended%2024-04-21.pdf



Appendix A

SNC Approval Request Form for Club Carnival : Summer / Winter Season (please circle) in Year(s)		Age Groups to be Offered (Please circle age groups offered at meet)	
Meet Name:			
Host Club:			
Venue:			
Meet Date(s):			
	Preference 1	Preference 2	
Length of Pool:	25m	33m	50m (Please Circle)
Number Lanes:	4	5	6 7 8 (Please Circle)
Type of Timing:	Manual Semi- Automatic Automatic (Please Circle)		
Meet Type (Please Circle)	Qualifying Meet		
Non-qualifying 25m events and / or 100m IM in a 50m pool may be added to either Qualifying or Development Meets and Rule Consideration may be applied	No Rule Consideration		
	Minimum Required Events For Qualifying Meet		
	4 x 50m	4x100m	4x 200m
	200m IM	400m Free	100m IM (SC only)
	Optional Events		
	400m IM	800m and 1500m Free	
	Development Meet		
Rule Consideration Applied			
Minimum Required Events For Development Meet			
4 x 50m	4x100m	200m Free	
200m IM	100m IM (SC only)		
Optional Events			
400m Free	400m IM		
3 x 200m Formstrokes 800m and 1500m Free			
Meet Program-Conditions of Entry attached:			
Multi Class events offered:			
Meet Convener			
Name:			
Contact Number:			
Email:			
Area Recommendation:			
Recommended		Not Recommended	
Name:			
Date :			
Technical Officials:			
SAL Accredited Starter:			
SAL Accredited Referee:			
SAL Accredited Judge Of Stroke (JOS):			
JOS Required for Pools with 5 or more Lanes (Only nominate Accredited Officials who are first claim members of your club)			
Qualifying and Break Times Optional			
6years	6years & Under	7/8years	12years & Over
7years	7years & Under	8/9years	13years & Over
8years	8years & Under	9/10years	14years & Over
9years	9years & Under	10/11years	15years & Over
10years	10years & Under	11/12years	16years & Over
11years	11years & Under	12/13years	17years & Over
12years	12years & Under	13/14years	18years & Over
13years	13years & Under	14/15years	
14years	14years & Under	15/16years	
15years	15years & Under	16/17years	
16years	16years & Under	17/18years	
17years	17years & Under	Open	
18years	18years & Under		
All Age	Open		

This form can be filled out in excel, by typing or deleting the information. Save the file, attach and email back or can be printed, filled out, scanned and emailed back.
Please email Approval Request Form for Club Meet to swimmingnorthcoastcomp@gmail.com



Appendix B

SNC Long Course Division 1 Championships Program

Day 1		
1	Men	400m Freestyle Multi Age
2	Women	400m Freestyle Multi Age
3	Mixed	12/u 4x50m Medley Relay
4	Men	50m Butterfly Multi Class
5	Men	50m Butterfly 12/u Multi Age
6	Women	50m Butterfly 12/u Multi Age
7	Women	50m Butterfly Multi Class
8	Men	50m Butterfly 13/o Multi Age
9	Women	50m Butterfly 13/o Multi Age
10	Men	200m Backstroke Multi Age
11	Women	200m Backstroke Multi Age
12	Men	100m Breaststroke 12/u Multi Age
13	Women	100m Breaststroke 12/u Multi Age
14	Men	100m Breaststroke 13/o Multi Age
15	Women	100m Breaststroke 13/o Multi Age
16	Men	50m Freestyle Multi Class
17	Men	50m Freestyle 12/u Multi Age
18	Women	50m Freestyle Multi Class
19	Women	50m Freestyle 12/u Multi Age
20	Men	50m Freestyle 13/o Multi Age
21	Women	50m Freestyle 13/o Multi Age
22	Men	200m Butterfly Multi Age
23	Women	200m Butterfly Multi Age
24	Men	100m Backstroke 12/u Multi Age
25	Women	100m Backstroke 12/u Multi Age
26	Men	100m Backstroke 13/o Multi Age
27	Women	100m Backstroke 13/o Multi Age
28	Men	200m Individual Medley 12/u Multi Age
29	Women	200m Individual Medley 12/u Multi Age
30	Men	200m Individual Medley 13/o Multi Age
31	Women	200m Individual Medley 13/o Multi Age
32	Men	12/u 4x50m Medley Relay
33	Women	12/u 4x50m Medley Relay
34	Men	13/o 4x50m Medley Relay
35	Women	13/o 4x50m Medley Relay
36	Men	1500m Freestyle Multi Age
37	Women	1500m Freestyle Multi Age

Day 2		
38	Men	400m Individual Medley Multi Age
39	Women	400m Individual Medley Multi Age
40	Mixed	Open 4x50m Medley Relay
41	Men	100m Freestyle Multi Class
42	Men	100m Freestyle 12/u Multi Age
43	Women	100m Freestyle Multi Class
44	Women	100m Freestyle 12/u Multi Age
45	Men	100m Freestyle 13/o Multi Age
46	Women	100m Freestyle 13/o Multi Age
47	Men	50m Breaststroke Multi Class
48	Men	50m Breaststroke 12/u Multi Age
49	Women	50m Breaststroke Multi Class
50	Women	50m Breaststroke 12/u Multi Age
51	Men	50m Breaststroke 13/o Multi Age
52	Women	50m Breaststroke 13/o Multi Age
53	Men	100m Butterfly 12/u Multi Age
54	Women	100m Butterfly 12/u Multi Age
55	Men	100m Butterfly 13/o Multi Age
56	Women	100m Butterfly 13/o Multi Age
57	Men	200m Freestyle Multi Age
58	Women	200m Freestyle Multi Age
59	Men	50m Backstroke Multi Class
60	Men	50m Backstroke 12/u Multi Age
61	Women	50m Backstroke Multi Class
62	Women	50m Backstroke 12/u Multi Age
63	Men	50m Backstroke 13/o Multi Age
64	Women	50m Backstroke 13/o Multi Age
65	Men	200m Breaststroke Multi Age
66	Women	200m Breaststroke Multi Age
67	Men	800m Freestyle Multi Age
68	Women	800m Freestyle Multi Age
69	Men	10/u 4x50m Freestyle Relay
70	Women	10/u 4x50m Freestyle Relay
71	Men	12/u 4x50m Freestyle Relay
72	Women	12/u 4x50m Freestyle Relay
73	Men	14/u 4x50m Freestyle Relay
74	Women	14/u 4x50m Freestyle Relay
75	Men	Open 4x50m Freestyle Relay
76	Women	Open 4x50m Freestyle Relay



Appendix C

Session 1				
Event	Gender	Age	Distance	Stroke
1	Mixed	12yrs/U	4x50m	Mixed Medley Relay
2	M	Multi Age	400m	Freestyle
3	W	Multi Age	400m	Freestyle
4	M	MC	50m	Butterfly
5	M	Multi Age	50m	Butterfly
6	W	MC	50m	Butterfly
7	W	Multi Age	50m	Butterfly
8	M	Multi Age	200m	Backstroke
9	W	Multi Age	200m	Backstroke
10	M	Multi Age	100m	Breaststroke
11	W	Multi Age	100m	Breaststroke
12	M	MC	50m	Freestyle
13	M	Multi Age	50m	Freestyle
14	W	MC	50m	Freestyle
15	W	Multi Age	50m	Freestyle
16	M	Multi Age	200m	Butterfly
17	W	Multi Age	200m	Butterfly
18	M	Multi Age	100m	Backstroke
19	W	Multi Age	100m	Backstroke
20	M	Multi Age	200m	Individual Medley
21	W	Multi Age	200m	Individual Medley
22	M	12yrs/U	4x50m	Medley Relay
23	W	12yrs/U	4x50m	Medley Relay
24	M	13yrs/O	4x50m	Medley Relay
25	W	13yrs/O	4x50m	Medley Relay
26	M	Open	1500m	Freestyle
27	W	Open	1500m	Freestyle

Session 2				
Event	Gender	Age	Distance	Stroke
28	M	Multi Age	400m	Individual Medley
29	W	Multi Age	400m	Individual Medley
30	Mixed	Open	4x50m	Mixed Medley Relay
31	M	MC	100m	Freestyle
32	M	Multi Age	100m	Freestyle
33	W	MC	100m	Freestyle
34	W	Multi Age	100m	Freestyle
35	M	MC	50m	Breaststroke
36	M	Multi Age	50m	Breaststroke
37	W	MC	50m	Breaststroke
38	W	Multi Age	50m	Breaststroke
39	M	Multi Age	100m	Butterfly
40	W	Multi Age	100m	Butterfly
41	M	Multi Age	200m	Freestyle
42	W	Multi Age	200m	Freestyle
43	M	Multi Age	100m	Individual Medley
44	F	Multi Age	100m	Individual Medley
45	M	MC	50m	Backstroke
46	M	Multi Age	50m	Backstroke
47	W	MC	50m	Backstroke
48	W	Multi Age	50m	Backstroke
49	M	Multi Age	200m	Breaststroke
50	W	Multi Age	200m	Breaststroke
51	M	Open	800m	Freestyle
52	W	Open	800m	Freestyle
53	M	10yrs/U	4x50m	Freestyle Relay
54	W	10yrs/U	4x50m	Freestyle Relay
55	M	12yrs/U	4x50m	Freestyle Relay
56	W	12yrs/U	4x50m	Freestyle Relay
57	M	14yrs/U	4x50m	Freestyle Relay
58	W	14yrs/U	4x50m	Freestyle Relay
59	M	Open	4x50m	Freestyle Relay
60	W	Open	4x50m	Freestyle Relay



Appendix D

SWIMMING NORTH COAST DIVISION 2 LC CHAMPIONSHIPS PROGRAM

1	Men	400m Freestyle Multi Age
2	Women	400m Freestyle Multi Age
3	Men	50m Butterfly Multi Age
4	Women	50m Butterfly Multi Age
5	Men	200m Backstroke Multi Age
6	Women	200m Backstroke Multi Age
7	Men	100m Breaststroke Multi Age
8	Women	100m Breaststroke Multi Age
9	Men	50m Freestyle Multi Age
10	Women	50m Freestyle Multi Age
11	Men	200m Butterfly Multi Age
12	Women	200m Butterfly Multi Age
13	Men	100m Backstroke Multi Age
14	Women	100m Backstroke Multi Age
15	Men	200m Individual Medley Multi Age
16	Women	200m Individual Medley Multi Age
17	Men	800m/1500m Freestyle Multi Age
18	Women	800m/1500m Freestyle Multi Age
19	Men	400m Individual Medley Multi Age
20	Women	400m Individual Medley Multi Age
21	Men	100m Freestyle Multi Age
22	Women	100m Freestyle Multi Age
23	Men	50m Breaststroke Multi Age
24	Women	50m Breaststroke Multi Age
25	Men	100m Butterfly Multi Age
26	Women	100m Butterfly Multi Age
27	Men	200m Freestyle Multi Age
28	Women	200m Freestyle Multi Age
29	Men	50m Backstroke Multi Age
30	Women	50m Backstroke Multi Age
31	Men	200m Breaststroke Multi Age
32	Women	200m Breaststroke Multi Age

Swimmers may only enter events for which they have NOT achieved a Division 1 Qualifying Time.

Swimmers MUST have a valid entry time on Swim Central.



Appendix E

List of Key Meet Officials



Swimming North Coast Inc.

GUIDELINES FOR APPOINTING MEET OFFICIALS FOR SNC APPROVED SWIM MEETS

MEET..... DATE..... VENUE.....

KEY OFFICIALS			
Meet Director			Club appointment
REFEREES			Club Appointed but must be accredited
JUDGE OF STROKES	4		Club appointment preferably accredited
			Club appointment preferably accredited
			Club appointment preferably accredited
			Club appointment preferably accredited
STARTERS	1		Club Appointed but must be accredited
RECORDERS	1		Club appointment
COMPUTER OPERATOR	1		Club appointment
S.A.T OPERATOR	1		Club appointment
ANNOUNCER	1		Club appointment
MARSHALS	2		Club appointment
CHECK STARTER	2		Club appointment
TIMEKEEPER: CHIEF	1		Club appointment
TIMEKEEPERS		(3 Per lane) own and visiting clubs OR as per COVID rules	

Please note: Clubs are required to have capable personnel to fill all positions listed above as ‘Club appointment’. Club appointed officials need to be capable of performing the role but do not necessarily need to be qualified. If clubs are unable to fill these positions, then clubs should seek assistance from neighbouring clubs before the meet.

The numbers in the second column on the form indicate minimum numbers required for a smoothly run meet.

For pools with 5 lanes or more, at least 2 JOS need to be appointed.

A reminder: that you will also need to appoint a presentation officer and runners.



Appendix F

Checklist of Paperwork Required for Swim Meets

- Meet program for sale or available via electronic download - can be double sided, double columns, can include entry times
- Meet program for referee, starter, JOS, announcer, recorders - include vacant lanes , entry times, single or double columns, single sided
- Marshalling- use UK judges placing sheets (2 heats per page or use programs if COVID restriction apply)
- Meet program for marshal, check starters, chief timekeeper, each lane, can be double sided, double columns
- If manual timing used as a backup, lane timing sheets should be provided for each lane.