swimming queensland

SCHOOL SWIMMING BOOKLET

Everything a school meet organiser needs to know.

APPROVAL PROCESS

Swimming Queensland has a process to determine which school meets are eligible for approval, so that members of a SQ affiliated club can use the results from those school meets as qualifying times for other meets.

Meet Approval Criteria
A regional school meet that aligns with the below criteria may request approval:
- the competition must be conducted under the Swimming Queensland Rules; and
- the pool length dimensions must be either 25 metres or 50 metres; and
- automatic timing or semi-automatic timing must be used; and
- eligible calibre of swimming competency; and
- Swimming Queensland accredited Starter **and** Referee must be in attendance; and
- schools must notify Swimming Queensland of the names of accredited Starter and Referee appointed; and
- the meet must be conducted in accordance with the Swimming Australia Rules and Policies, and
- all swimmers must have their name and date of birth entered into the Meet Manager file (as they appear in Swim Central); and
- the Meet Manager backup file of the meet, plus the Team Manager results file must be submitted electronically within 2 days of completion of the meet to Swimming Queensland.

Selected other school meets where the competition is of a high calibre may also be considered for approval.

School Meets Currently Eligible to Request Approval
- Qld School Sport 10-12 years State Championships
- Qld School Sport 13-19 years State Championships
- Qld School Sport 10-12 years Relay Carnival
- GPS [Great Public Schools] (Years 5-7) Swimming Championships
- GPS [Great Public Schools] (Years 8-12) Swimming Championships
- QGSSSA [Qld Girls Secondary Schools Sport Association] Swimming Championships
- AIC [Associated Independent Colleges] Swimming Championships
- Metropolitan North School Sport Regional Swimming Trials
- Metropolitan East School Sport Regional Swimming Trials
- Metropolitan West School Sport Regional Swimming Trials
- Sunshine Coast School Sport Regional Swimming Trials
- Darling Downs School Sport Region 10-12yrs Swimming Championships
- Darling Downs School Sport Region 13-19yrs Swimming Championships
- South West School Sport Regional Swimming Trials
- North Western School Sport Regional Swimming Trials
- South Coast School Sport Regional Swimming Trials
- CaSSSA [Catholic Secondary Schoolgirls' Sports Association] Cup (medium sized schools)
- CaSSSA [Catholic Secondary Schoolgirls' Sports Association] Cup (large sized schools)

School Meets NOT Currently Eligible to Request Approval and will not be uploaded into Swim Central
- Zone & District-level Swimming Carnivals
- Intra-School Swimming Carnivals
- UQ [University of Qld] Inter-College Carnival
- GBC [Greater Brisbane Conference] Championships
- TAS [The Associated Schools] Swimming Championships
- Christian Schools Association Swimming
- Andrews Cup Association Swimming Championships

REQUESTING APPROVAL

STEP 1.
- Eligible school meets only *(as detailed on page 2)* should submit the School Swim Meet Approval Request Form online by 30 November, in the year preceding their meet.
- The Currently Approved School Meets document will be populated with approved meet details and published on the Swimming Queensland website as submissions are recieved.

STEP 2.
- Eligible school meets need to gain any relevant consent from swimmers who wish their results to be published in Swim Central.
- Eligible school meets must ensure that their meet will align with the approval criteria (as detailed on page 2) and must provide details of accredited Starter and Referee who will be officiating the meet.

STEP 3.
- Eligible school meets must submit their results within two days of the conclusion of the meet. As part of this results submission process, they must ensure that they:
    - » remove any swimmers who did not provide consent; and
    - » ensure all swimmers have their name and date of birth entered into the Meet Manager file (as they appear in Swim Central); and
    - » submit an unlocked copy of the **Meet Manager Backup file**, plus the **Team Manager results file** exported from Meet Manager.

TIMING GEAR, BACKSTROKE LEDGES & OFFICIALS

Timing Gear Hire *(Approved & Non Approved Meets)*
For school meets conducted at the Brisbane Aquatic Centre, electronic timing gear hire and an operator can be arranged through the Sleeman Sports Complex Events Office. For school meets conducted at other venues, semi-auto timing systems may be hired by contacting your Regional Swimming Association (e.g. Brisbane Swimming, Swimming Gold Coast).

Backstroke Ledge Hire *(Approved Meets Only)*
For approved school meets conducted at the Brisbane Aquatic Centre, backstroke ledges may be hired; $300 *(10)*, per day. Please complete this online form to request Backstroke Ledge Hire.

Officials *(Approved & Non Approved Meets)*
The school meet host is responsible for contacting and appointment of Officials. School Swimming will provide host schools with the Technical Officials contact database. Meet organisers will be responsible for paying the Officials directly after the meet (rate will be $100 per Official, per day). *Please note: The meet organiser must ensure that at least 1 accredited Referee and 1 accredited Starter are appointed to approved meets, to satisfy minimum requirements.*

IMPORTANT: Swimming Queensland Technical Officials are volunteers and, as such, do not have ABNs. Please advise the officials prior to the conduct of your meet what documentation you require from them to be able to process their reimbursement e.g. a Statement by a Supplier Form, stating 'hobby', etc.

SUBMITTING RESULTS

Approved meet results must be submitted within 2 days of the conclusion of the meet. Please follow the steps below to submit your school meet results.

STEP 1.
After the conclusion of your meet, you will need to backup your Meet Manager Database.
- In Meet Manager, select *file* from the menu bar and then *backup* and choose to save the file in a location on your computer *(note, you will need to send this file to Swimming Queensland)*.

STEP 2.
Export the results from your meet to a Team Manager compatible file (Team Manager Results File)
- In Meet Manager, select *file* from the menu bar, hover your cursor over *export* and then choose the first option *"Results for Swim Manager or SWIMS or NCAA or USMS"*. Select *ok* in the Export Results window, then *ok* again and choose to save the file in a location on your computer *(note, you will need to send this file to Swimming Queensland)*.

STEP 3.
Email a copy of the **Meet Manager Backup file** and the **Team Manager Results file** (as created in steps 1 and 2 above) to Swimming Queensland at results.qld@swimming.org.au.

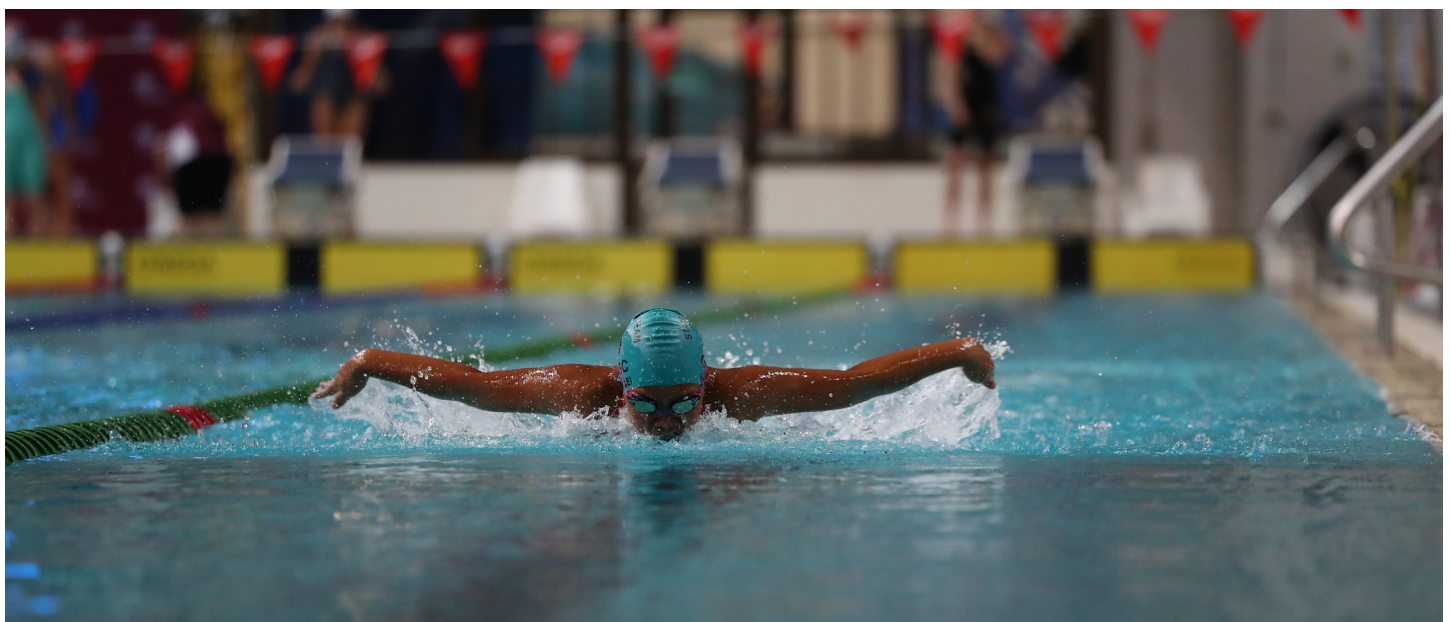If you need further assistance with results or with Meet Manager please contact us.

CONTACT POINT

Jess Schipper
Swimming Queensland Project Officer
Email: jess.schipper@swimming.org.au
Phone: (07) 3390 2011
Mobile: 0419 872 375

SCHOOL SWIMMING CHECKLIST

Prior to <u>November 30</u> in the year preceding your school meet:

☐ Check if your meet is eligible for approval.

☐ If applicable, apply to have your school meet Approved (due by 30 November)

☐ If applicable, complete request for Backstroke Ledge Hire.

☐ If applicable, arrange Timing Gear Hire and/or Operator.

☐ Contact and appoint Officials (Officials are to be reimbursed by the host of the meet). Ensure that SQ are notified of accredited Starter and Referee officiating your meet.

Before your school meet:

☐ Gain any relevant consent for swimmers who would like their results to display in Swim Central.

☐ Setup your school meet in Meet Manager, ensuring you have all swimmers names and DOBs correct, and that you build each swimmers ID in Meet Manager. You can use Hytek's Online Guide for help.

*(Please note, meet organisers **<u>must</u>** ensure that all swimmers names and DOB's are correct, otherwise results <u>will not</u> be able to be uploaded accurately into Swim Central.)*

☐ If applicable, advise Technical Officials prior to the conduct of your meet what documentation is required to be able to process reimbursements e.g. a Statement by a Supplier Form, stating 'hobby', etc.

After your school meet:

☐ Remove any swimmers from your Meet Manager Database who did not provide consent for results to be uploaded.

☐ Confirm that results are accurate and that all swimmers' names and DOBs are accurate.

*(Please note, meet organisers **<u>must</u>** ensure that all swimmers names and DOB's are correct, otherwise results <u>will not</u> attach correctly to swimmers in Swim Central.)*

☐ Export and submit your results to Swimming Queensland, within 2 days following your meet.