



swimming  
queensland

# SCHOOL SWIMMING BOOKLET

*Everything a school meet organiser needs to know.*



# CATEGORISATION SYSTEM

Swimming Queensland’s school meet categorisation system determines which meets are eligible for approval, so that members of a club can use these results as qualifying times for other meets.

## Category 1 Meets

The host school is responsible for contacting, appointing and reimbursing Technical Officials for all Category 1 meets. These meets will be recognised as approved and results will be uploaded into the Swim Central results for use by club swimmers.

## Category 2 Meets

The host school is responsible for contacting, appointing and reimbursing Technical Officials for all Category 2 meets. These meets will be recognised as approved, with results uploaded into the Swim Central results for use by club swimmers.

## Category 3 Meets

Timing Gear hire is available for the meet organiser to arrange themselves, if required. Meets are **not** recognised as an approved meet and results **will not** be uploaded into the Swim Central results for use by club swimmers.

Category	School Meets
1	<ul style="list-style-type: none"> <li>Qld School Sport 10-12 years State Championships</li> <li>Qld School Sport 13-19 years State Championships</li> <li>Qld School Sport 10-12 years Relay Carnival</li> <li>GPS [Great Public Schools] (Years 5-7) Swimming Championships</li> <li>GPS [Great Public Schools] (Years 8-12) Swimming Championships</li> <li>QGSSA [Qld Girls Secondary Schools Sport Association] Swimming Championships</li> <li>AIC [Associated Independent Colleges] Swimming Championships</li> </ul>
2	<ul style="list-style-type: none"> <li>Metropolitan North School Sport Regional Trials</li> <li>Metropolitan East School Sport Regional Swimming Trials</li> <li>Metropolitan West 10-19yrs Regional Swimming Trials</li> <li>Sunshine Coast School Sport 10-19yrs Regional Swimming Trials</li> <li>Darling Downs School Sport Region 13-19yrs Swimming Championships</li> <li>Darling Downs School Sport Region 10-12yrs Swimming Championships</li> <li>South West School Sport 10-19yrs Regional Trial</li> <li>South Coast School Sport Regional Trial</li> <li>CaSSSA [Catholic Secondary Schoolgirls’ Sports Association] Cup (medium sized schools)</li> <li>CaSSSA [Catholic Secondary Schoolgirls’ Sports Association] Cup (large sized schools)</li> </ul>
3	<ul style="list-style-type: none"> <li>Zone &amp; District-level Swimming Carnivals</li> <li>Intra-School Swimming Carnivals</li> <li>UQ [University of Qld] Inter-College Carnival</li> <li>GBC [Greater Brisbane Conference] Championships</li> <li>TAS [The Associated Schools] Swimming Championships</li> </ul> <p><i>Please note, these meets are not recognised as approved meets by Swimming Queensland and results will not be uploaded into the National Results Database - Results Central.</i></p>

# MEET APPROVAL PROCESS

If your school meet is classified as a category 1 or 2 meet, you are eligible to apply for that meet to be approved. The below steps need to be undertaken to gain approval.

## STEP 1.

Meet organisers, of category 1 or 2 meets must submit an online [School Swim Meet Approval Request Form](#) to Swimming Queensland by 30 November, in the year preceding their meet.

**The minimum standards that must be met for your School Swim Meet to be approved are that:**

- 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 (touch pads) or semi-automatic timing (plungers) must be used; and
- Swimming Queensland accredited Starter and Referee must be in attendance; and
- for category 1 & 2 meets, schools must notify [Swimming Queensland](#) of the names of the Officials they appoint as Starter and Referee; and
- the meet must be conducted in accordance with the [Pool Depth Guidelines](#) adopted by Swimming Australia, and
- all swimmers must have the correct date of birth entered into the Meet Manager file and each athlete's ID must be built in Meet Manager; 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](#).

Once Swimming Queensland begins to receive online School Meet Approval Request Forms (Category 1 and 2 meets only), the [Currently Approved School Meets](#) document will be updated with approved meets and published on the Swimming Queensland website.

## STEP 2.

- Meet organisers of category 1 or 2 meets need to disseminate the relevant Department of Education's Consent Form to all swimmers who wish their results to be published in Swim Central results.
- Swimmers must complete and return this Department of Education's consent form to the school of attendance prior to their participation at the meet, and these forms are to be kept on file at the Schools of attendance.

## STEP 3.

Meet organisers need to submit the 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 the relevant Department of Education's Consent Form; and
- ensure all swimmers have the correct date of birth and that their Meet Manager ID has been built; and
- submit an unlocked copy of the **Meet Manager Backup file**, plus the **Team Manager results file** exported from Meet Manager.

# OFFICIALS AND/OR TIMING GEAR

Category	Technical Officials
1	<ul style="list-style-type: none"> <li>If the meet is conducted at the Brisbane Aquatic Centre, timing gear hire is organised by the host school via the Events Office of the Sleeman Sports Complex.</li> <li>The host school is responsible for contacting and appointing Technical Officials. For Category 1 meets held at the Brisbane Aquatic Centre, School Swimming will provide schools with the Technical Official contact database.</li> <li>Technical Officials will directly invoice the host school.</li> <li>Meet organisers will be responsible for paying the Technical Officials directly after the meet (rate will be \$100 GST incl. per day).</li> </ul> <p><i>Please note: The meet organiser must ensure that at least 1 accredited Referee and 1 accredited Starter are appointed to these Category 1 meets to satisfy minimum requirements.</i></p>
2	<ul style="list-style-type: none"> <li>If the meet is conducted at the Brisbane Aquatic Centre, timing gear hire is organised by the host school via the Events Office of the Sleeman Sports Complex.</li> <li>The host school is responsible for contacting and appointing Officials for Category 2 meets (including the hire of timing gear with accompanying Timing Gear Operator, if required). School Swimming will provide host schools with the Technical Officials contact database.</li> <li>Technical Officials will directly invoice the host school.</li> <li>Meet organisers will be responsible for paying the Technical Officials directly after the meet (rate will be \$100 per Official per day, including Timing Gear Operator, if applicable).</li> <li>Brisbane Swimming will invoice the school for the timing gear hire (\$300 per day), if applicable, after the completion of the meet.</li> </ul> <p><i>Please note: The meet organiser must ensure that at least 1 accredited Referee and 1 accredited Starter are appointed to these Category 2 meets, to satisfy minimum requirements.</i></p>
3	<ul style="list-style-type: none"> <li>The host school is responsible for contacting and appointing Officials for Category 3 meets (including the hire of timing gear with accompanying Timing Gear Operator, if required).</li> <li>Technical Officials will directly invoice the host school.</li> <li>Meet organisers will be responsible for paying the Technical Officials directly after the meet (rate will be \$100 per Official per day, including Timing Gear Operator, if applicable).</li> <li>Brisbane Swimming will invoice the school for the timing gear hire (\$300 per day), if applicable, after the completion of the meet.</li> </ul>

### 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.

## [School Swim Meet Timing Gear Hire Requirements](#)

# SUBMITTING YOUR RESULTS

As category 1 and 2 school meets are eligible for their results to be uploaded into Swim Central, we require the results to 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](mailto: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](mailto:jess.schipper@swimming.org.au)

Phone: (07) 3390 2011

Mobile: 0419 872 375



# SCHOOL SWIMMING CHECKLIST

## Prior to **November 30** in the year preceding your school meet:

- Check [which category your school meet is, and what that means your meet is eligible for.](#)
- If applicable, [apply to have your school meet Approved](#) (due by 30 November)
- If applicable, [request Timing Gear hire](#) (due by 30 November).
- Contact and appoint Officials/Timing Gear Operator (Officials are to be reimbursed by the host school at the meet).

## Before your school meet:

- Distribute the relevant Department of Education's Consent Form to all swimmers who would like their results to display in the Swimming Australia National Results Database, Swim Central.
- Setup your school meet in Meet Manager, ensuring you have all swimmers 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 **must** ensure that all swimmers DOB's are correct, otherwise results **will not** be able to be uploaded accurately into Swim Central.)*
- Collect and store relevant Department of Education's Consent Forms from all swimmers who would like their results to display in 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 return the relevant Department of Education's Consent Form.
- Confirm that results are accurate and that all swimmers' DOBs are accurate.  
*(Please note, it is **crucial** that meet organisers check their Meet Manager Database for accuracy **prior** to submitting their results to Swimming Queensland as there is no ability to edit results once published.)*
- [Export and submit your results to Swimming Queensland](#), within 2 days following your meet.