



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
- Swimming Queensland accredited Starter **and** Referee must be in attendance; and
- 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](#).

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)
- Andrews Cup Association Swimming Championships

Non-Approved Meets

For meets that do not meet the criteria listed above, timing gear hire is available (for meets held at Brisbane Aquatic Centre) which the meet organiser needs to arrange themselves. These meets are **not** recognised as an approved meet and results **will not** be uploaded into the Swim Central results database for use by club swimmers.

School Meets NOT Currently Eligible to Request Approval

- 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

REQUESTING APPROVAL

STEP 1.

- Meet organisers submit the [School Swim Meet Approval Request Form](#) online by 30 November, in the year preceding their meet.
- Once Swimming Queensland begins to receive online School Meet Approval Request Forms, the [Currently Approved School Meets](#) document will be updated with approved meet details and published on the Swimming Queensland website.

STEP 2.

- Meet organisers need to gain any relevant consent from swimmers who wish their results to be published in Swim Central results.
- Meet organisers 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.

- 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 consent; 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.

TIMING GEAR, BACKSTROKE LEDGES & OFFICIALS

Timing Gear Hire

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

For 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

The school meet host is responsible for contacting and appointment 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

As approved 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.

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 November 30 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](#).
- Contact and appoint Officials/Timing Gear Operator (Officials are to be reimbursed by the host school at 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 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.)*
- 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' 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.