



Running a Swimming Victoria Qualifying Meet

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Ovens & Murray District Swimming Association

Topics to be covered

- What is a Swimming Victoria Qualifying Meet
- Meet approval process
- Planning the day
- Collecting Entries and Entry Monies
- The Meet
- Post Meet
- Questions

What is a Qualifying Meet:

All Swimming Victoria (SV) Championship Meets require swimmers to qualify with times swum at SV Approved Meets. These SV Approved Meets are endorsed by the SV Chief Referee as swim meets that meet the minimum setup and Officials requirements.

The Event Host (Club) must apply to Swimming Victoria for Meet Approval within **10 working days** of the meet being held. If the meet has been endorsed as an Approved Meet it is then added to the SV Approved Meet Listing and the results are uploaded to the National Results Database so that the times can be used for online entries.

Clubs run these meets to provide local opportunities for Swimmers to obtain official times and to raise funds for their club.

<http://www.swimmingvictoria.org.au/customdata/index.cfm?fuseaction=CustomItem&ItemID=14624>

Meet Approval Process:

Step 1: Identify a date and time and Venue for the meet and ensure the Venue is available.

- For an Open Meet in our district you cannot clash with any Swimming Victoria or O&M Swimming Meets.
- Check the calendars on the web sites of both associations to ensure no clash, then request O&M Board approval for the Swimming Meet to be conducted on the agreed date.
- Once approved book Venue for the agreed date.
- Book O&M SAT (Semi Automatic Timing) system and operator for the agreed date

Meet Approval Process

The Program

Once you have the venue booked a meet program needs to be created to advertise the Meet on the District and Swimming Victoria Websites. The following information needs to be included on the Flyer.

- The start Date and Time.
- The Races to be swum.
- The cost per event.
- If it is a Qualifying Meet include the words “Fees include SV \$1 qualify meet levy”.
- If it is a Qualifying Meet will it be open to Non-registered swimmers – aka an Encouragement Meet.
- Contact information.
- Entry closing date (should be at least one week before the meet).
- Age up date.
- Will Electronic entries be accepted via Clubs online?
- Will Credit cards be accepted?
- Do pool entry fees apply?
- Will there be any Multiclass events (SWD)?

Meet Approval Process

Encouragement Meets

If you wish to run a Meet as an Encouragement Meet you need permission from Swimming Victoria prior to publishing the program. Contacts events@swimmingvictoria.org.au

If a Meet is an encouragement meet you can add the following words to the Meet Program: **“This meet is open to both Registered and non-Registered Swimmers.”**

If it is not an encouragement Meet then it is recommended you add the words: **“This Meet is only open to Registered swimmers.”**

If running an encouragement Meet the following additional steps apply:

1. Advise Swimming Victoria the Names of all non-Registered Swimmers that competed.
2. Remove the unregistered swimmers from the Meet Manager and results files before sending them to Swimming Victoria to be uploaded in the National Database.

Meet Approval Process

Publishing the Program

Once you have the Program Document finalised:

- An Electronic Meet Manager Program File needs to be created aligned with the finalised Meet program. (Check twice for errors).
- From the finalised Electronic Meet Manager Program a Team Manager Events File also needs to be created to allow Club Electronic Entries to be placed.
- Once completed send the Meet Manager, Team Manager and Program (in PDF format) files to the O&M Webmaster for publication. webmaster@oandmdistrictswimming.org.au. The Team Manager and Program (in PDF format) should also be sent to Swimming Victoria events@swimmingvictoria.org.au . Request that the programs be loaded on their respective websites.

This is also the time you should be finalising and Ordering ribbons and medals for the Meet.

Meet Approval Process

Advertising the Program

The Quickest and Easiest way to advertise the program is via a group email.

The catchment area for O&M Meets is typically Goulburn Valley Clubs, plus Mansfield and Wagga Wagga.

The swimming districts all have Websites that list contact details for their clubs – using the email addresses you can email the programs to the Clubs directly.

Include: Benalla, Mansfield, Shepparton, Mooroopna, Echuca, Kyabram, Cobram, Numurkah, Wagga Wagga, Young & all the O&M Clubs.

Please note that Swimmers from Clubs outside Victoria and the Border Region will require a clearance from Swimming NSW to compete in your Swimming Meet. ie Swimming Clubs who's headquarters are located more than 40km from the Victorian Border.

Meet Approval Process

Officials Required

To conduct a Swimming Victoria Qualifying Meet you must have the following Registered Officials to oversee the Meet.

- 1 x Starter.
- 1 x Referee.
- 2 x Judge of Strokes/Referee

A list of qualified officials in the Ovens and Murray District is available on the O&M website at:

<http://www.oandmdistrictswimming.org.au/Documents/Officials.pdf>

If you have difficulty recruiting the required officials on the day you should contact the O&M Chief Referee, currently Mark Eddy.

Planning the day.

Logistics

Two weeks out from the Meet we recommend you reconfirm your venue booking , SAT, Officials and organise or confirm the following:

- Blocks, Lane ropes, backstroke flags, false start and turn ropes.
- Chairs for timekeepers, Marshalling and Officials.
- Sun Shades/Gazebo's if an outdoor meet.
- Double check Medals or Ribbons as required.
- Presentation dais if required.
- Marshalling Board.
- Tables.
- Raffle.
- Program – to publish or not to publish on web – officials Programs x 30.
- Marshalling Area (WISAC Cafeteria is no longer available).
- Catering for time keepers and officials.
- Officials – for open meets the club should offer Officials payment to cover travelling costs - \$30 to \$50, many will not take the money..

Planning the day.

Logistics (cont)

- The Ownership of the pool competition equipment varies from venue to venue, some are owned by the Owner/Operator and some are owned by the resident Swimming Club, if owned by the Club you may need to pay to rent the equipment from the Club.
- If you require additional equipment, eg Chairs, tables, marshalling board a possible source of this equipment is the resident club, again expect to pay a small amount to the club for this assistance.

Collecting Entries and entry monies.

Entries

- Expect entries to start arriving via the post up to 4 weeks before the meet. However the bulk of the electronic Club entries will arrive in the 4 days before entries close with “Cheques to follow”,
- To process the entries you will need a Computer loaded with the Hy-tek Meet Manager Program. The O&M District owns laptop computers loaded with this program available for loan to support district meets if the club does not own a copy of the program.
- For Club electronic entries we recommend sending a Meet Manager club entry report back confirming their entries.
- While no Swimmers or Clubs are dishonest they are often tardy and forgetful, it is important that you track the entry monies as it arrives in a Spreadsheet to ensure nothing slips through the cracks. You can also generate Meet Fees reports from Meet Manager with varying amounts of detail to assist in balancing the books.
- Important: Ensure Swimming Australia Club abbreviations are used in the Programs – these can and should be checked on the relevant State Swimming Association website. e.g for Rutherglen Swimming Club the abbreviation is RUT and the Club name is “Rutherglen” not Rutherglen Swimming Club.

Collecting Entries and entry monies.

Entry Monies

- A lot of entries come electronically, which means that payment will follow – you need to track this carefully to ensure all entries are paid for. Entries either need to be imported or manually entered, Use a spreadsheet to track money, the meet fee summary from Meet Manager can also help.

Spreadsheet Example:

Entries for Wangaratta Short Course, 18/7/10									
Club	Swimmer	Number Swimmer	Individual	Relays	Total			Payment	owing
Albury	Team Entry	16	64	6	340	350	Cheque		-10
ANL	Team Entry	17	60	8	340	340	Cheque		

Collecting Entries and entry monies.

Program production

- The production of the Program is one of the core and time consuming activities associated with conducting a Swimming Meet.
- Programs can either be produced and sold or published on the O&M Website for download and printing. These days most people expect the Program to be available for download – if it is not please advise the webmaster so that he can flag this for your meet. This Program should be supplied to the webmaster in PDF format.
- We recommend that either way the Program be finalised and seeded on the Thursday evening at the latest – this leaves Friday for production or uploading of the program depending on what delivery mechanism is used. At this time printing a Session report will give you an idea of how long the meet will run with the number of entries received. Note: **Meets should not exceed 3.5 hours without a break.**

The Meet.

Overview

- Have Volunteers arrive early to complete pool setup.
- Appoint a Meet Manager to liaise with Officials, Pool Management, Club Volunteers and Competitors.
- Complete the Insurance checklist prior to the start of the Meet.
- Record the names of the officials and have the referee sign the Swimming Victoria Meet Validation Certificate which can be completed after the Meet.
- Supply Marshals – including a check marshal at the starting end of the pool.
- Supply a Marshalling board Operator.
- Food and drink for Time keepers.
- Have Fun!
- Offer money to officials near end of meet.

The Meet.

Insurance Checklist

Swimming Victoria's Insurer JLT requires the completion of a "**Swim Meet Checklist**" prior to the start of any approved Meet.

- The Swim Meet Checklist should be completed by the Referee in Charge and the Meet Manager.
- The completed form needs to be retained by the Club conducting the meet and is only required should an insurance claim be raised after the meet.
- Detailed instructions are on the back of the form which is shown on the next page.
- A booklet containing these forms is in the O&M Equipment trailer. The form can also be downloaded from the internet at:
<http://swimming.jltsport.com.au/files/Checklist.pdf?200911061420>

Swim Meet Checklist

Swim Meet Details

Date Swim Meet Location / Venue

Authorised Personnel

Referee Swim Meet Director

Please place a tick (☑) in either the Yes or No column for each of the following questions. All actions taken by the Swim Meet Officials should be documented in the space provided below. Please refer to the Swim Meet Checklist Guidelines for further information, terms and conditions.

THE FOLLOWING QUESTIONS ARE BASED ON A VISUAL INSPECTION OF THE SWIMMING FACILITIES AND SURROUNDS.

1. Weather Conditions:

1.1 Are extreme weather conditions evident that may affect the participants' and/or officials' safety? Yes No

2. Swimming Conditions:

2.1 Does the pool appear to comply with Swim Meet standards/requirements? Yes No

2.2 Do all dive blocks and lane ropes appear to be secure? Yes No

2.3 Does the pool comply with Swimming Australia's Water Depth Recommendations (refer to Checklist Guidelines) Yes No

2.4 Does the Pool Supervisor/Manager declare that the water quality complies with the required standards? Yes No

3. Pool surrounds:

3.1 Are there any visible obstructions or hazards that may affect participants and/or officials safety, including bags, equipment or electrical leads? Yes No

3.2 Are there shaded areas available for participants and spectators during daytime competition? N/A Yes No

3.3 Are the floor surfaces surrounding the pool non-slip and even? Yes No

4. Facilities:

4.1 Are all lights operational and illuminate the swimming pool (when required)? N/A Yes No

4.2 Are there any visible hazards in the public areas, including the seating or spectator areas? Yes No

4.3 Are there any visible hazards in the participant's areas, including the change rooms? Yes No

4.4 Are the change room floors non-slip and well-drained to prevent excessive wet areas? Yes No

5. First Aid:

5.1 Are there first aid facilities on site and accessible? Yes No

5.2 Is there a life guard on site throughout the swim meet? Yes No

6. Other Factors:

6.1 Are there any other visible factors that require attention to ensure participant, official and/or public safety? Yes No

Please specify:

What actions have been taken to address all of the identified risks (shaded boxes)?

Description of Risk	Actions taken to address the risk	Initial

If there is insufficient space, please attach additional documentation to demonstrate all actions taken to treat the identified risks.

Declaration

WE THE UNDERSIGNED, AS AUTHORISED PERSONNEL OF THE NOMINATED SWIM MEET, HAVE UNDERTAKEN THE ABOVE VISUAL INSPECTION OF THE SWIMMING FACILITIES AND SURROUNDS PRIOR TO COMMENCEMENT OF THE MEET. WE HAVE DOCUMENTED ALL ACTIONS TAKEN TO ADDRESS IDENTIFIED RISKS.

WE DECLARE THE SWIM MEET ENVIRONMENT TO BE FIT FOR COMPETITION.

Referee Swim Meet Director

Signature Signature

The Meet.

Meet Validation Certificate

Swimming Victoria requires the completion and receipt of a “Meet Validation Certificate”, before any times obtained in a qualifying meet will be uploaded to the National Database.

- The Meet Validation Certificate should be completed by the Meet Manager and signed by the Referee in Charge.
- A copy of the completed form needs to be sent to Swimming Victoria along with the Meet results and the information contained is used to validate the results and generate an invoice for the meet validation fee (**\$1 per splash excluding relays**).
- The form is self explanatory and includes a checklist that includes the requirement for correct club names and abbreviations mentioned earlier.
- To ensure that you always have the most recent form we recommend that the form be downloaded from the internet at:
<http://210.247.205.118/assets/console/document/documents/Meet%20Validation%20Certificate.doc>

Or Events → meet Approvals on the Swimming Victoria Website.

Meet Validation Certificate



This meet validation certificate must be read in conjunction with the 'Meet Approvals' page at www.swimmingvictoria.org.au. This webpage is the most up-to-date resource for Clubs and Districts hosting upcoming meets and specifies the requirements for a meet to be approved.

Club/District Name: OVENS & MURRAY DISTRICT SWIMMING ASSN
Date of Meet: 5 FEB 2012
Name of Meet: 2012 ALL JUNIOR HEATS
Venue: YARRAWONGA - MULWALA Length of Pool: 50m
Meet Organiser Name: BRENDON SHIELS Phone: 0419 568373
Email: bshiels@bigpond.com

Total Entry Count: 666 (Using Meet Manager, open Reports > Team > tick Athlete Entry Count > Create Report)

Names of Referees:

- DON ALCHIN - 902268 (Referee in Charge)
- MARK EDDY - 904264
- ANTHONY FOLEY - 900613

Name of Starter: PAUL STEWARD - 904871

The method of starting was (please tick): AOE SAT Digital Watches

Where timing was by SAT or Digital Watches were their three timekeepers on each lane? YES NO

Declaration:

- I certify that all conditions required for qualifying times to be acceptable were in place
- I confirm that all of the above information is true and correct

Signature of Referee in Charge: [Signature] Date: 5 FEB 2012

Checklist: (please circle and ensure all of the checklist is circled 'YES' before submitting)

<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	A Meet Manager backup has been emailed to events@vic.swimming.org.au
<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	100% accurate club names and club abbreviations used in the Meet Manager file
<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	Athlete entry count MM report attached to the email
<input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	A MM PDF report of results has been attached to the email
Your Club/District will be invoiced for the Entry Count of this meet. Please do not make payment until then.	
SWIMMING VICTORIA USE ONLY:	Meet signed off by Events Coordinator: _____
	Meet signed off by Chief Referee: _____

The Meet.

Entries on the Day

Despite all attempts to avoid this most clubs inevitably end up taking or changing entries on the day. These come from 2 sources.

1. Human error by Club race secretary or individual. (you would be surprised how many able bodies swimmers end up in SWD events!)
2. Having seen the program Swimmers decide they want to race additional races on the day.

In the first case you just need to attempt to fix the problem – assuming there are free lanes.

In the second case we recommend that only exhibition swims be allowed on the day – this means you get a time, but not a medal, and only if there is a free lane or a scratching. The full entry fee should still be charged.

Adding heats to a race should be avoided at all costs.

The Meet.

Multiclass Events

Multiclass events used to be called SWD (Swimmers with a Disability).

The “Multiclass” refers to the swimmers classification which is recorded on a special card supplied to the swimmer.

If running Multiclass Events the following should be done:

- Obtain a copy of the latest Multiclass scoring calculator (spreadsheet) from the Swimming Australia Website:
<http://swimming.org.au/customdata/index.cfm?fuseaction=CustomItem&ItemID=6355#MCPSCalculator>
- The Swimmer or their representative should present the swimmers classification card to the Referee in Charge and the Recorder Prior to the start of the meet. Both should record the classifications.
- After the Multiclass Event the recorder should score the event in the spreadsheet and use the “Judge” function in Meet Manager to generate the results.

The Meet.

Time Keepers

To be a qualifying meet requires 3 Time Keepers for each lane, in an 8 lane pool that comes to 24 Volunteer time keepers.

To ensure you have enough timekeepers it is best to divide the lanes between the clubs attending according to the number of swimmers. This can be published in the program, but it is best to advise the clubs in advance so that they can make the arrangements. We recommend creating a time keeping roster and emailing it to the clubs who submit electronic entries so they can be organised before the meet.

The Meet.

Returning the O&M Computer

Those clubs who do not have access to their own copy of Meet Manager usually return the O&M Computer at the end of the Meet. Prior to return it is recommended that the following reports and backups be retained on a USB Memory Stick.

1. Results report in PDF format – publication order for the O&M websites.
2. Results report in PDF format – event order for Swimming Victoria.
3. Results report in PDF format – Top 3 in Publication order if you are sending results to the Border Mail Newspaper.
4. Entries Report in PDF format for Swimming Victoria Meet Validation fee. (Reports → Teams → Athlete/Entry Count)
5. A Team Manager results file for the O&M websites. (File → Export → Results for Team Manager.
6. A Meet Manager backup for Swimming Victoria Meet Validation and O&M Website.

The Meet.

Entry Report Example

Ovens & Murray Dist. SA, Inc.

HY-TEK's MEET MANAGER 3.0 - Page 1

2012 ALL JUNIOR - 5/02/2012

Team List

	Team	Female	Male	Total Athletes	Entries	Relay	Total
1	ALBU Albury	16	9	25	86	0	86
2	ANLV Albury North Lavington	26	12	38	137	0	137
3	BCH Beechworth	3	4	7	18	0	18
4	CRWA Corowa	11	8	19	64	0	64
5	GTA GT Aquatics	12	9	21	76	0	76
6	HOLB Holbrook	1	1	2	5	0	5
7	MFD Myrtleford	5	5	10	30	0	30
8	RUT Rutherglen	9	5	14	47	0	47
9	WAN Wangaratta	11	2	13	43	0	43
10	WOD Wodonga	11	8	19	71	0	71
11	YAM Yarrawonga Mulwala	20	6	26	89	0	89
		125	69	194	666	0	666

Post Meet

Publishing Results O&M website

Send to:

webmaster@oandmdistrictswimming.org.au

- Meet Manager Backup.
- Team Manager results file.
- Meet Results in PDF form – publication Order.
- Any other information that needs to be posted – eg Records in PDF format.

Post Meet

Completing SV meet Validation





Send to: events@swimmingvictoria.org.au within **10 working days of the Meet.**

- Meet Manager Backup.
- Scanned copy of the Meet Validation Certificate
- Meet Results in PDF form – in Event Order.
- Meet Entries report.
- Pay invoice from Swimming Victoria for Meet Validation (\$1/per splash) when received.

Note: Times obtained in the Meet will not be uploaded into the National database and cannot be used for Individual online entries for State and National Meets until this occurs

See example email on the next page.

To: 'events@vic.swimming.org.au'

Attachments:  o&m all junior results.pdf (101 KB);  O&M all juniors entries.pdf (55 KB);  Swmm3BkupAll Juniors 2012 Yarrowonga-02.zip (91 KB);
 O&M All Junior Qual Meet Val.pdf (73 KB)

Hi Guy's,

Please find attached the results and meet validation information for the Ovens and Murray District All Juniors Qualifying Meet

As this is a Swimming Victoria Meet we do not expect there to be a meet validation fee payable.

Please contact me if there are any issues with this meet.

Thanks

Brendon Shiels - Vice President - Ovens & Murray District Swimming Association

Post Meet

Documentation Retention

We recommend that the Club keeps copies of the time keepers programs, the timing system operator programs and the referees programs for 3 months before disposal.

What we all hope for:



A full Pool