

Swimming Wellington – Club / Event Check list

please print this document out and have on hand

Prior to the start of the meet Clubs are required to ensure the following process is followed;

- ✓ Provide Swimming Wellington with your meet flier for prior approval. Send to Bridget Events@swimwn.co.nz This should occur at **least 14 days** prior to the proposed meet date and prior to publication. Swim Wellington will send a copy of your flier to **RTOP** for any feedback, which will go directly to the clubs. Please ensure you send a copy of your final version to Swim Wellington to put on the website
- ✓ Provide a Meet Manager backup of the meet for checking; send to Bridget Events@swimwn.co.nz Backup instructions are attached [here](#) . Any changes required will be made and notified with a new backup sent to restore. Instructions to restore your file are here
- ✓ Fill in the initial key official on the Meet Approval Document are to be completed as per the instructions shown [here](#) advise Greg Forsythe or Jacqui Forsythe RTOP@swimwn.co.nz who will go in and give prior approval.
- ✓ Enter the meet onto the SNZ database following the instructions [here](#)
- ✓ Please ensure your key Technical Officials and competitive swimmers are financial and entered into the SNZ database
- ✓ Competitive swimmers are now able to swim with Club swimmers provided Club swimmers are financial members of your Club and registered in the SNZ database
- ✓ Mixed gender events are now also permitted

At the completion of your meet the following files are required;

- ✓ Send advise Greg or Jacqui Forsythe RTOP@swimwn.co.nz once your final Meet approval document is completed in the database. **Please also send to Henrietta** Operations@swimwn.co.nz
- ✓ **Send Meet Manager backup** to Henrietta Operations@swimwn.co.nz at the end of meet (EOM file); this is required for Swimming New Zealand for the results to go into the database
- ✓ **Send a Team Manager Results** file to Henrietta Operations@swimwn.co.nz ; this format is required for Take Your Marks
- ✓ **PDF of results** for all events please
- ✓ Any records broken should be submitted by the Club hosting (Race Secretaries) the event and must be received by Swimming Wellington (Bridget) Events@swimwn.co.nz within 21 days of being swum as per the Swimming Wellington By-Laws
- ✓ Once meet has been approved and officials signed off, we will advise Clubs to circulate the results. Please **DO NOT** circulate meet results until approval is given.

Note:

Swimming Wellington likes to ensure that all meet results are signed off and sent through as quickly as possible. To that end Swimming Wellington ensures that all requirements set down by Swimming New Zealand are met prior to furnishing results. If all processes are followed correctly, results can be up on the database within 4 hours. SNZ will reject any results that do not comply with their rules.