**Swim Meet Name**

You are cordially invited to attend the 2024/25 Swim Meet Name.

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| **Date** | Date of swim meet |
| **Time** | 7.00am warm-up for 8.00am start – up to you to decide times |
| **Nomination fee** | **$x.xx** (incl GST) per individual event + associated Swim Central fees. Includes digital program.$2 per swimmer, technical official levy is also a requirement of entry |
| **Nominations close** | **Insert Date *(must be Saturday prior to event)* and closing time of 11.59PM for nomination closure on Swim Central****All entries must be submitted through** [**swim central**](https://swimcentral.swimming.org.au)**#No manual entries will be accepted, except approved visiting swimmers, as below#** |
| **Entry Cap** | **NOTE:** this meet is capped at 3/4/6 hours(??? As per outlines). Entries will close on Swim Central once cap is met. A waitlist may be included, if desired. |
| **Venue &****Gate entry** | **Venue & Address**Gate entry costs for spectators – if no spectators, or restricted view – explain reasoning and conditions – refer to previous wording from meet invites.All coaches, technical officials, volunteers & team managers (where applicable) will have their entry subsidised by \*\*\*swim club\*\*\* and will be required to be marked off upon entry. |
| **Spectator Attendance** | Insert information regarding spectator attendance and how it is to occur (briefly) – allowed / not allowed – with kids / separate from kids etc. |
| **Late entries** | **Late entries WILL NOT be accepted, under any circumstances. – Club decision** |
| **Age Requirements** | Age as of date of meet.**XXyrs** is the minimum age for this club meet. |
| **Status** | This is a Swimming Queensland and Swimming Gold Coast sanctioned qualifying meet. |
| **Code of conduct** | By entering this swim meet all swimmers and attendees agree to adhere to the Swimming Gold Coast code of conduct. The code of conduct can be found at the following link. [**CODE OF CONDUCT LINK**](https://www.swimminggoldcoast.org.au/_files/ugd/4ee612_a43ef2a432cc4103ae0727c2c5005d33.pdf?index=true) |
| **Backstroke Ledges** | Backstroke ledges will be made available to swimmers 12yrs & over. If you decide to use ledges, you need to have enough volunteers to assist Technical officials. Also, backstroke events MUST be separated into 11 & under and 12 & over. |
| **Entry Eligibility** | **All Swimmers must be fully registered as a Competitive Swimmer on Swim Central to nominate for this 2024/25 \*\*\*Swim Meet Name\*\*\*.** ‘Recreational’ swimmers are ineligible to enter.Below is for Preparation Meets OnlyQualifying times must have been achieved after January 1st 2023 at an approved qualifying meet. Club night, club championships and no times (NT) are **NOT ACCEPTABLE**, except for MC swimmers as well as 8year and 9year old swimmers. – only if QT’s are part of the events.Entries will not be accepted unless the qualifying times have been swum and approved at a sanctioned Short Course or Long Course Qualifying Meet prior to this meets’ closing date. Long Course / short course converted times (whichever is applicable) can be used, however, these will only be used where an existing short course / long course (whichever is applicable) qualifying time has not been achieved.  |
| **Multi-Class events****(only if club has separate MC events – if not remove)** | Multi-Class Swimmers must be registered as ‘competitive’ swimmers with a Gold Coast club. Your classification number/s must be registered against your swimmers record in Swim Central.All multi-class events will be conducted as Open events. There are no qualifying times for all MC events. Minimum age is 10ys+ for Multi-Class events.**# Please note -** Multi-Class swimmers without a registered classification will be allowed to swim as an Exhibition only. |
| **Visiting swimmers** | Swimmers registered to Gold Coast Clubs that are members of another Federation, or from Interstate, are permitted to swim.A member of another Federation must be shown in the program with a (V) beside their first name and the Federation they are registered with.Inter-State swimmers (not members of another Federation) must be shown in the program with a (V) beside their surname and the club they are registered with.Swimmers must be registered in SAL Swim Central and be able to enter via the online entry form.There will be no manual entries accepted. |
| **Entry Cap** | Swimmers are only able to enter a maximum of 6 events at this meet. |
| **Events** | As per the attached Program of Events.This meet to be conducted as timed finals. If less than 3 nominations are received for an event, \*\*\*swim club\*\*\* reserves the right to cancel the event and refund nominations. \*\*\*swim club\*\*\*, in consultation with the chief referee, also reserves the right, on the day, to combine heats and / or events.  |
| **Withdrawals / Refunds** | Any withdrawals requested prior to the closing of nominations will be fully refunded through Swim Central. After nominations have closed, all withdrawals MUST be accompanied with a medical certificate in order to receive a refund. Any medical certificate MUST be received with 48hours of the commencement of the meet and MUST be applicable the day of the meet |
| **Rules** | This meet will be conducted under the rules as documented within: "Swimming Queensland General Rules", "Swimming Queensland Championship By-Laws", "FINA" and "Swimming Australia Limited" rulesCompetitors in the first two events should be behind the blocks in the self-marshalling zone (holding area) prior to the scheduled starting time of the session. In addition, all competitors should be in the self-marshalling zone (holding area) 4 heats prior to their own heat for events up to 200m and 2 heats for 400m and over events. |
| **Technical Officials** | All technical officials will be contacted to register their availability, for either day, or both by Chief Referee, Sharon Wicking.Any persons interested in learning about the possibilities of becoming a Technical Official, please make contact with the Swimming Gold Coast Chief Referee Sharon Wicking at: chiefreferee@swimminggoldcoast.org.au for communication on the opportunities available and any training requirements.  |
| **Further Communication** | In the week preceding the meet, further relevant information will be provided to all participants and attendees within the program. This will include the entry list, timeline and finalised meet program, which will outline all meet specific requirements, seating allocations, food availability, club volunteer requirements etc.  |
| **Swimmer Check-in Requirements****(If meet contains 400m or higher events, if not, remove)** | Events of 400m and over (400m IM, 400m Free, 800m Free and 1500m Free) require swimmers to confirm their intention to swim.  This must be completed at the Help Desk a minimum of one hour prior to the published start time of the relevant event (confirmation times will be published in the program).  Any swimmer (either by themselves, coach or team manager) who has not confirmed their intention to swim one hour prior to the published start time for the relevant event **WILL** be deemed a withdrawal and the event will be reseeded  |
| **Marshalling** | All swim meets within the Gold Coast region are self-marshalling. |
| **Meet Mobile** | Results will be published throughout this meet to the Meet Mobile application.  Please note: * Results published via Meet Mobile ARE NOT OFFICIAL and should be used as a guide only.
* Official meet results are printed by officials during the meet and posted in a prominent position.

Official results are published within 48hrs of the completion of a meet on the Swimming Gold Coast website and Swim Central. |
| **Results** | Change as to your clubs’ requirements.Age Champions will not be recognised.1st, 2nd and 3rd placings will be determined from the OFFICIAL TIMES swam in the heats. Medals will be awarded. No medals are awarded at Preparation Meets.In the 11years & over 200, 400m & 800m events, Medals will not be awarded in age groups. – whatever applies to your clubFor the 50m & 100m events medals will be awarded in age groups applicable to that event. 8, 9, 10, 11, 12, 13, 14, 15 years & Over. – whatever applies to your club |
| **Collection of medals** | Collection of medals is the responsibility of each swimmer. Medals not collected by the end of the meet will not be redeemed. - **No Medals awarded at Preparation Meets** |
| **Timekeepers & Volunteers & TO’s** | Timekeepers, Technical Officials, check starters and volunteers will be required to be provided by each club, where available. A schedule will be provided to the clubs by the \*\*\*host club\*\*\*, with all team manager’s, check starters, timekeeper’s and the chief timekeeper to be allocated to clubs by the \*\*\*host club\*\*\*. |
| **Code of conduct** | By entering this swim meet all swimmers and attendees agree to adhere to the Swimming Gold Coast code of conduct. The code of conduct can be found at the following link. [CODE OF CONDUCT LINK](https://www.swimminggoldcoast.org.au/_files/ugd/4ee612_a43ef2a432cc4103ae0727c2c5005d33.pdf?index=true) |
| **Photography & images** | In nominating for this meet, swimmers agree that they may be photographed by Swimming Queensland and/or Swimming Gold Coast approved photographers. Any images may be displayed for viewing and purchasing on site during the Meet and on the photographer’s secure website after the Meet. They may also be used by Swimming Queensland, Swimming Gold Coast and affiliated clubs at their discretion. |
| **Warmup** | Warmup will commence as follows:Saturday Session: 7.00amDive starts and pacework will be allocated for Lanes 0 and 9. |
| **Food** | Detail your food provision plans here. |
| **Volunteers &** **Team Managers** | Remove volunteers list if doing fully within your clubTo assist with the running of the meet, \*\*\*host club\*\*\* requires the assistance of parents to volunteer for the following roles throughout the meet (per day). * Announcers (1) – should be host club
* Photographer (1) – should be host club
* Results Runners (1) – should be host club
* Medal Presenters (2) – should be host club
* Catering Distributors (2) – should be host club
* BBQ Operator / Seller (4) – should be host club
* Raffle Ticket Seller (2) – should be host club
* Any other club initiated role

To nominate for those roles please contact – Person at club responsible for volunteersThe following volunteer roles will be allocated to clubs on date after the closing of nominations. Please register your interest with your club.* Timekeepers – 2 per lane
* Check starters – 2
* Chief Timekeepers – 1
* Control Room Assistants – 1 (from host club to improve knowledge.

Clubs will be allocated their volunteer allocations as soon as practical after nominations close. \*Host Club\* encourages the rotation of volunteers throughout the day. Only include the below information if team managers are required.Further opportunities for parents to attend the Championships involve assisting their clubs as a team manager. The role of the team manager is: * Supervising all swimmers from the club, especially those 17yrs & under.
* Monitoring the COVID responsibilities of your club at the meet.
* Supporting the coach(es) in matters relating to the swimmers.
* Ensuring swimmers know what, when and where for seating, warm-up, self-marshalling, racing and warm-down and being present for these.
* Being a point of contact for drop-off of swimmers.
* Ensuring ALL swimmers are collected upon exit from the facility.
* Have relevant emergency contact details for each swimmer.
* Commit to the time required to fulfil the role.
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| **Force Majeure** |

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| In the case of force majeure preventing or resulting in the \*\*\*swim meet\*\*\* being cancelled, refund of registration fees will be at the discretion of the \*\*\*host club\*\*\* |

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| **Pool Compliance** | The \*\*\*\*\* Aquatic Centre has undertaken compliance testing and met all current competitive pool standards, as set by Swimming Australia. Gold Coast pool certifications can be viewed [here](https://www.swimminggoldcoast.org.au/poolsurveys). |
| **Competitive Dive Policy** | All swimming competitors and/or their parents, accept that, by nominating for this event, that they have read and understand Swimming Australia’s “Dive Entry for Competitive Swimming Policy” and the swimmer(s) meet the dive competency levels outlined in that policy. This policy can be found [here](https://www.swimaustralia.org.au/docs/SAL-Dive-Entry-for-Competitive-Swimming-Policy.pdf). |
| **Copy of results** | A copy of results will be available on the website as well as the Swimming Australia Results Central database – [**https://www.swimminggoldcoast.org.au/meetresults**](https://www.swimminggoldcoast.org.au/meetresults)[**Results Central**](https://results.swimming.org.au/portal/) |

**For any enquiries, please contact:**

* Race Secretary – **Race** **Secretary email address**

**No manual TM entry files will be accepted (except Internationals).**

* Payment **MUST BE COMPLETED** during event registration via the swim central online entries process. You will receive a purchase order confirmation from Swim Central as proof of entry.

**Program of Events Here**

**Qualifying Times – Preparation Meets Only**