



Running a 2019 meet and want to know the process?

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Want to tender for and run a 2020 swim meet?

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Want some additional notes on how to run your meet?

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Information for Clubs Wishing to Tender for and Hold a Club Swim Meet in 2020

The Swimming Gold Coast regional committee and Meet Calendar sub-committee have worked to bring our meet calendar in line with the Long Term Athlete Development Plan (LTADP) and best practice recommendations of Swimming Queensland to have a structured meet plan to the 2020 calendar.

The following points have been considered in developing this calendar:

- Continue to ensure swimmers have adequate training time and competitions are not held every weekend. Squad Training, race training and recovery will continue to be a large focus in this calendar.
- Continue to ensure that Preparation meets are held approximately 2 weeks prior to major Meets i.e. State SC Championships, State LC Championships, State Sprint Championships, Regional Championships, National Championships
- Swimmers are swimming events that bring them in line with Swimming Qld Policy and Guidelines for age group and open swimming.
- Set out events for each meet so that all events are covered across the region for swimmers.
- Timelines have been reviewed from the 2017/2018 and 2018/2019 season and we have worked towards our club meets running for junior swimmers for up to 3 hour meets and senior swimmers 4 hour meets.
- Previous club history related to holding meets will be reviewed when reviewing tendered meet requests.
- A template for events for each meet is attached to the date. Please review the template attached to the meet date. Qualifying times will apply now for Preparation Meets. Preparation Meets will be 12 years and over only. There will be consideration given to those swimmers that age up from 11 years to 12 years and clubs are to liaise directly with club race secretary to facilitate the entry if necessary. The dropping of 11 year olds from Preparation Meets is to reduce the

- timelines for these meets. These swimmers have been catered for in Transition Meets which will not have qualifying times.
- Please see the further notes in the meet calendar and template notes.
 - ***In particular note;*** only relay events and multi class events can be added to the templates.

How to Tender for a Club ran meet - Your Clubs Required Action:

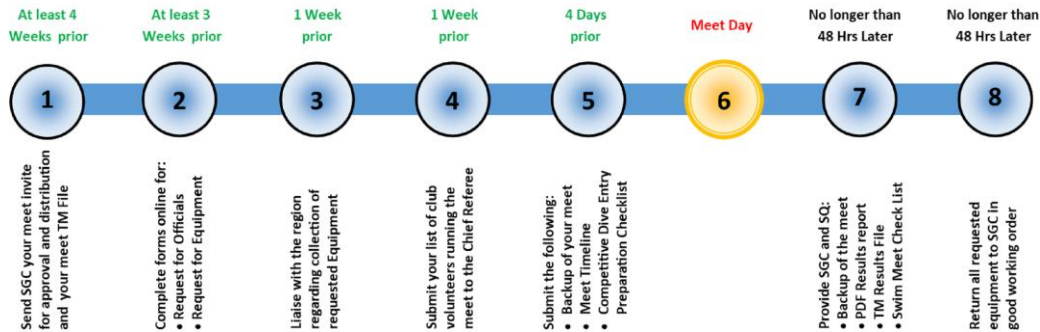
- Review the [2020 Meet Calendar](#) document
- Review the [Meet Template](#) document
- Complete and submit the Meet Request form to the committee by **Friday 24th May 2019** via the link [2020 Club Swim Meet - Online Tender form](#). *You can find the link to this tender form (and all open tenders) on the Swimming Gold Coast website [resources page here](#).*

Following receipt of club tenders, and committee tender review process, this calendar will be finalised by the region, forwarded to SQ for approval, then published as final. The region will then revert to clubs if any changes have been required.

Please note: When considering meet tenders from clubs, previous history with providing officials and equipment and meeting paperwork deadlines including timeline requirements is taken into consideration. All clubs that have previously hosted meets should review the chief referee's meet report as provided by the region.

How to Run Your 2018 meet

Please note: When hosting a meet, it is a requirement, and is a condition of the region ratifying a meet, that the Club attend to the following:



1 Your Meet Invite and TM file is provided to the region 4 weeks prior to a meet for final approval and sending out to regional clubs. The meet template file can be [downloaded from here](#). Note: Events must meet the criteria developed by the region

➤ [1 – Upload your Meet Invite and TM File here](#)

Note: Submit both forms via the above online form for approval by SGC Region

2 3 weeks before the meet the club must provide the completed forms from the SGC website resources page

➤ [2a - Request officials for a meet](#)
➤ [2b - Request equipment for a meet](#)

Note: Submit both forms **regardless** of you requiring either officials or equipment.

3 No later than 1 week before the meet liaise with the region regarding the collection of any equipment necessary

4 1 week prior to your meet submit a list of the club volunteers running the meet i.e. Control Room Supervisor, Meet Manager Operator, Time Recording operator, Check starters (4), Marshals (2 x Boys, 2 x Girls), Chief timekeeper, Announcer, Medals presenter, Runners (2), and any club technical officials you have available.

➤ [4 - Volunteers running our meet](#)

This form sends your meets volunteer information to the Chief Referee. Note if any volunteer is substituted on the day please inform the chief referee upon their arrival.

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4 days before your meet you must have supplied a backup of your meet and a timeline for approval by the region. Upload these files via the online form

➤ [5 - Upload your Pre Meet approval files here](#)

When uploaded these files will be distributed to the SGC President for their approval

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Run your meet and enjoy the day

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After completion of your meet (within 48 hours) it is the club's responsibility to provide to the region and SQ a backup file of the meet, pdf results report and TM results file. Complete the online form to upload these files.

➤ [7 - Upload your meet completion files here](#)

When uploaded these files will be distributed to the SGC Secretary and SQ Results.

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After completion all rental equipment is to be returned in good working order to the region. Arrangements for equipment return must be made within 48 hours of holding your meet.

Please contact Kim Cook at president@swimminggoldcoast.org.au if you have any queries relating to the meet request process.

Additional notes for your information:

- Swimming Qld give final approval following regional approval on
 - A Grade Meets and
 - Regional Championships.
- They must have a copy of the 'Program of Events' for these meets sent with the Request form.
- **VERY IMPORTANT # Clubs are expected to provide a number of officials and meet certain requirements set by the region to hold events. Refer to**
- If requested via the above form (Step 2) All Regional equipment must be collected from and returned to the Regional Store Room at Miami Pool in consultation with the Regional Equipment Officer. The Miami Pool staff are not responsible for the lending or returning of equipment.
- If any equipment that you require is at another club or with someone else, you will be informed, and you can arrange collection direct with that organisation.
- The equipment hire form must be filled in and signed by the person collecting the equipment then handed to the Regional Equipment Officer. On return of the equipment it will be ticked off as returned in good working order.

Running Your Meet

- Your club must appoint a 'Meet Director' for your meet. This person is the main contact in relation to the meet, along with the Race Secretary who is responsible for the entries.
- A copy of your Meet Invitation should be sent to the Region before it is distributed to be checked and altered if need be. This is especially important if you are making changes to the previous season's invitation or running a meet for the first time. (refer step 1 above)
- The Region will put your Invitation Flyer and the links for online entries on our website and email a copy to all Swimming Gold Coast Clubs.
- Clubs can send a copy of their Meet Invitation to clubs outside the Region themselves if they wish to.
- Clubs holding a Meet in January or February need to make sure they take into account State Championships, School Holidays & the Christmas/New Year break and upload / distribute their information in a timely fashion.
- If possible clubs are asked to have their invitation and program of events list in the same file. This makes it easier to be put on our website. The program of events can be copied from the meet templates file directly

1. Events:

- a) The region has templates for meet the event calendar for the season.
- b) Consider rule tolerances and they must be separate events if decided to use.
- c) Consider multi class events.

- d) Consider relay events.
- e) No extra events to run on the day that were not originally in the program. The order of events will remain the same as provided in the invitation.
- f) Clubs may choose to impose fines on clubs with swimmers that do not make qualifying times but this must be clearly stated on the meet invitation.
- g) Clubs may choose to impose a late entry fee for entries and this is at the discretion of the club and must be advertised in their meet invite.

2. Entries & Swimmer Registrations:

- a) Please ensure all swimmers entering meets are registered as a Competitive Swimmer. ***#This is very important for insurance reasons. If there is an incident and an incorrectly registered swimmer is at the meet the Swimming Australia Insurance will not cover anyone there. It would then become the responsibility of the club/committee or venue holding the meet.***
- b) All swimmers should be entered via online and any changes to entries are to be via by their club's Race Secretary only. Host clubs should not accept nominations from individual swimmers or their parents.
- c) Swimmers swim for the club that they nominate for at the time of entry and closing of the meet (as registered in the Clublane database).
- d) Please read the included policy on Visiting Swimmers – interstate, international and non-Australian swimmers. These all must have a (V) next to their name.
- e) The club holding the meet can refuse late entries after the specified closing date.
- f) Late entries on the day of the meet must be approved by the Meet Referee.
- g) Clubs can impose a late entry fee as long as it is stated in the meet invitation.

3. Results:

- a) A copy of the Meet Manager back-up of a qualifying meet must be forwarded to SQ within 2 days of completion of your meet (refer step 7 Above)
- b) If you have used your own timing system without Regional assistance a Meet Manager back-up should also be sent to Swimming Gold Coast for our records and for placement on the Swimming Gold Coast web-site. (refer step 7 above)

4. Donations For Officials:

- a) All our officials work voluntarily, with some travelling long distances to meets. The Gold Coast Region would prefer clubs to give a financial donation to Swimming Gold Coast that can be divided up between officials at the end of the season to cover fuel costs. A suggestion is that clubs work on a figure of \$1.50 per swimmer entered into their meet.

This figure is subject to change and will be invoiced by the region as agreed and minuted by the region.

Special Notes:

All Forms and Info sheets are available on our website www.swimminggoldcoast.org.au

Please remember that the members of the Regional Committee and our Officials are VOLUNTEERS. They are not always available because of career and family commitments. We ask clubs to understand this when trying to contact these members.