

2008/09 Season

Approved Meet Guidelines



As of 1 July 2008, all clubs or districts wishing to submit their meet as a Swimming Victoria Approved Meet must pay a fee of \$1 per entry (please note that this is not per swimmer – this is per “splash” into the water). The introduction of this fee has been introduced to address the increasing amount of administration undertaken with the approved meet process and emphasises the value that a club or district meet has in being an Approved Meet. Swimming Victoria recommends that this levy be added to the entry fee cost for the event.

Any questions relating to the 2008/09 Approved Meets Guidelines should be directed to Wallis Murnane, Events Coordinator, events@vic.swimming.org.au

In addition to SV By Law Schedule G, the following guidelines outline the procedure for Approved Meets beginning 1 July 2008.

1. Clubs/Districts to email meet flyers (PDF format) to Wallis Murnane, Events Coordinator at events@vic.swimming.org.au. These will be uploaded to the Events Calendar at swimmingvictoria.org.au.
2. Clubs/Districts to include the words “(including \$1 SV Approved Meet Levy)” after the entry cost listed on the flyer
3. Clubs/District to use 100% accurate club names and abbreviations in their Meet Manager files. Please contact Wallis Murnane (events@vic.swimming.org.au) for a current listing of clubs with abbreviations.
4. Following the meet, Clubs/Districts to submit the following via email to events@vic.swimming.org.au:
 - a. Completed 2008/09 Meet Validation Certificate (see following page)
 - b. Meet Manager Backup File (please note: there is no requirement for the hard copy results to be provided).
 - c. “About MM” report indicating total number of entries (entry count).
 - d. Evidence of electronic funds transfer (EFT) payment of \$1 x total entry count to be made to Swimming Victoria. Please note that this is not per swimmer – this is per “splash” into the water. Total athletes x total events per athlete = entry count. EFT Payment to be made as follows: Swimming Victoria Incorporated, BSB: 083 – 1666, Account Number: 549544451.
 - e. If swimmers have withdrawn from an event or events at the meet, these events must be removed from the Meet Manager file (and thus, removing them from the total entry count).
 - f. If no EFT payment is made or no cheque received, Clubs/Districts will be invoiced this amount. This must be paid within 14 days of being issued.
 - g. If for any reason a meet is not approved, a full refund will be provided to the Club/District.
5. Clubs/Districts that strictly adhere to the checklist on the Meet Validation Certificate assist in ensuring there is no delay with their meet being approved and ensuring swimmers are not disadvantaged.
6. Once meet has been approved, the meet will appear on the Swimming Victoria 2008/09 Approved Meet listing available under “Event Resources” at swimmingvictoria.org.au
7. Meet results will then be added to the Victorian Database of approved meets. This will ensure that all athletes entering Victorian and Australian meets will have their entry times recorded.

2008/09 Season Meet Validation Certificate



Club/District Name: _____ Date of Meet: _____

Name of Meet: _____

Venue: _____ Length of pool: _____ metres

Meet Organiser: _____ Phone: _____

Email: _____

Total Entry Count: _____ (Using Meet Manager, open "Reports", select "About MM")

Names of Referees:

1. _____ (Referee in Charge)
2. _____
3. _____

Name of Starter: _____

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: _____ Date: _____

Checklist: (please circle)

YES/NO	A Meet Manager backup has been emailed to events@vic.swimming.org.au . Date email sent: _____ Sender's name: _____
YES/NO	100% accurate club names and club abbreviations used in the Meet Manager file.
YES/NO	"About MM" sheet attached/enclosed.
YES/NO	Evidence of electronic funds transfer made to Swimming Victoria attached/enclosed (BSB: 083 – 1666, Account Number: 549544451.
YES/NO	Cheque attached.
SWIMMING VICTORIA USE ONLY:	Meet signed off by Events Coordinator: _____ Meet signed off by Chief Referee: _____