



# HOW TO HOST A CLUB MEET

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## Welcome

Hosting your club's own swim meet is an exciting opportunity, and Swimming Wide Bay is here to empower your club with the resources and support needed to host successful, competitive meets year-round.

This page is designed to be an information hub to help your club easily apply for, renew, and manage swim meets across the Swimming Wide Bay region.

## Process Overview

The application process for hosting a swim meet is divided into four stages. Whether you're exploring what's involved in hosting a meet or renewing an existing one, this section provides key information to help you build a case for your club committee.

Phase 1: Scoping
Phase 2: Applying
Phase 3: Agreement
Phase 4 : Managing

## Phase 1: Scoping

### Why Host Your Own Club Meet?

#### Enhanced Club Profile

Hosting a meet elevates your club's presence in the swim community, rallying your committee, volunteers, swimmers, and families around a shared goal. It also offers sponsors a chance to gain visibility among a wider audience in the Wide Bay area.

## Revenue Generation

Club meets can provide valuable income from event fees, entry charges, BBQs, and raffles. Clubs have the flexibility to set their own event fees, and can choose to incorporate door entry fees into their entry fees if desired.

## Types of Swim Meets

Swimming Queensland classifies competitive meets into three categories: Development, Transition, and Preparation. Each meet type has different requirements, tailored to the needs of swimmers and host clubs. Here's a quick overview of the different meet types:

<b>DEVELOPMENT</b>	For beginner-level swimmers
<b>TRANSITION</b>	For intermediate skill levels
<b>PREPARATION</b>	For advanced swimmers gearing up for larger competitions

## Overview of Development, Transition, Preparation Meets

		<b>Development</b>	<b>Transition</b>	<b>Preparation</b>
<b>About the SWIMMER</b>	Age	11 & younger	8 & over	11 & over
	Skill	Basic skills & capacities in all 4 strokes	Necessary skills from Development meets	Advanced skills & capacities in all 4 strokes
	Qualifying times	Not required	Optional, determined by host region or club	Optional, determined by host region or club
<b>About the MEET</b>	Format	One day – heats only. Not exceeding 4 hours	One day – may include heats and finals. If longer than 4 hours divide into 2 sessions	One day – may include heats and finals. If longer than 7 hours divide into 2 sessions
	Program of event	Must follow SQ's suggested program of events	Must follow SQ's suggested program of events	Must follow SQ's suggested program of events
	Where times can be used	Transition & Regional meets	Regional, Preparation & State meets	Regional, State & National meets
	Rule tolerances	Rule tolerances applies	Rule tolerance for 9 & Under	No rule tolerance

Refer to the **Swimming Queensland Competition Policy** for full details on competition guidelines:

[https://qld.swimming.org.au/sites/default/files/assets/documents/SQ%20Competition%20Policy\\_Regional%20and%20Club%20Meets%20as%20at%2025032019.pdf](https://qld.swimming.org.au/sites/default/files/assets/documents/SQ%20Competition%20Policy_Regional%20and%20Club%20Meets%20as%20at%2025032019.pdf)

## Meet Application Timelines

Whether your club is applying for a new meet, or renewing an existing meet, clubs will need to submit an application.

### Key Dates

- **Friday, 17 January 2025** – Expressions of interest from Clubs (both new and renewal applications) due at 9am
- **Friday, 7 February 2025** – Clubs notified of successful meet application
- **Prior to your Swim Meet:** Host Clubs submit Meet Flyer to SWB for approval prior to going live on SwimCentral.

The swimming meet calendar runs 01 June to 30 July, and Swimming Queensland manages the state's Approved Meet Calendar. The new Approved Meet Calendar will be published late June/early July 2025, so submissions made to above timings, will be live from June 2025 onwards.

### Season Information

- Memberships runs 1 June - 30 June
- Swimming season runs 1 July - 30 June

## Hosting Costs

There are 2 x main costs with hosting a competitive club meet:

1. Technical Officials to run your meet
2. Timing system equipment and operators to run it

### The New Simple Structure

We're introducing two categories of Technical Officials in Swimming Wide Bay, Lead and Support Technical Officials.

### Lead Technical Officials (Paid Positions)

(Paid Positions) These are our accredited Technical Officials who keep meets running smoothly and according to Swimming Queensland guidelines. A meet requires a minimum of seven (7) Lead TOs, including:

- Referee
- Starter
- Inspector of Turns (x2)
- Judge of Strokes (x2)
- Timing Operator

*NB: Lead TOs can choose to volunteer their time unpaid to support their home club swim meet. If you have any difficulty sourcing or funding your TO team please reach out directly with Swimming Wide Bay.*

## Support Technical Officials (Volunteer Positions)

These roles now require no formal training and are unpaid, making it easier for clubs to engage their volunteer community & manage meet costs:

- Check-starter
- Chief Timekeeper
- Clerk of Course (Marshall)
- Announcer
- Timing Operator Assistant/Runner
- Back-up Timekeepers for Friday/Distance events

Although there are no formal training requirements for these positions, we do encourage people interested in these Support TO roles to become accredited. This will enable them to be eligible to officiate and be remunerated at our Swimming Wide Bay championship events, as well as continue on a pathway to officiating at State and National events. Please note that if your club needs to source Support Technical Officials from another club they are entitled to be remunerated for their time.

## Remuneration schedule

- Trainee TO (with online COES certification): \$60/day
- Accredited Level 1 (6+ full-day meets experience): \$125/day
- Accredited Level 2 (2+ years experience): \$175/day
- Accredited Level 3 (Referee & TOs with 4yrs+ experience): \$250/day\*
- Timing System Operator/Meet Manager: Individually negotiated

*\*Note: Maximum of two Level 3 TOs at \$250/day per meet*

## Swimming Wide Bay Championships

For our Championship events, all officials (including Support TOs) will need to be accredited and will be paid for their time.

## Summary

- Aim is to reduce meet costs for host clubs and allows clubs more flexibility to engage their volunteer base
- Lead TOs can choose to volunteer their time unpaid to support their home club swim meet.
- You can now nominate your own Lead TOs or ask Swimming Wide Bay to help source them for your meet
- We've removed the mandatory requirement that to be eligible to host a meet, clubs would need to nominate at least one (1) club member to be a Lead TO or Trainee TO on the day

## Timing Equipment and Operators

Running a successful Swimming Wide Bay meet requires the right timing equipment and a qualified operator. Here's what you need to know:

### Timing System Requirements

Different meets have different timing needs:

- Development meets: You can use manual (stopwatch) or semi-automatic systems
- Transition and Preparation meets: Semi-automatic systems are required

### Hiring Equipment and Operators

Need timing equipment or an operator? Here's how to get help:

1. Equipment Hire: When you complete the 'SWB Swim Meet Host Expression of Interest Form', let Swimming Wide Bay know if you need to hire a timing system.
2. Timing System Operator: You'll need an accredited operator who can:
  - Bring and set up equipment
  - Load the meet file
  - Test the system before the meet
  - Check times for every race
  - Run the Meet Manager system throughout the event

### Extra Support

- If your club doesn't have someone who can create the meet file, the timing operator can help – but this will be an additional charge.
- Don't have an accredited operator? Swimming Wide Bay can help you find one.

### Training Opportunity

Swimming Wide Bay encourages clubs to train their own timing system operators. They offer mentoring and on-the-job training to help your team become confident and self-sufficient.

## Phase 2: Applying

So you've reviewed the host club requirements in Phase 1, and your club's keen to host a meet in Wide Bay. Well this next stage is about submitting your application. Complete the '**Swim Meet Host Expression of Interest**' form to take the next steps toward hosting a successful Swimming Wide Bay meet.

### What information is needed for my expression of interest form?

- **Date preferences** - you will be asked for your top 3 meet date preferences. Please note that from time to time Swimming Wide Bay may request a date change to optimise the overall meet calendar spacing for swimmers
- **Timing System equipment & Operator requirements** - confirm if you need assistance to hire equipment or source an operator for the day
- **Lead Technical Official team** - confirm who your club has available to officiate at your meet, and which roles you require assistance from Swimming Wide Bay to source

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*Note: The new Approved Meet Calendar will be published March 2025, so submissions made to above timings, will be live from June 2025 onwards.*

### How will feedback be provided if our club is unsuccessful?

If your club has been unsuccessful and you'd like to discuss feedback, please forward it to Sophie at [hello@swimmingwidebay.org.au](mailto:hello@swimmingwidebay.org.au)

### Ready to apply?

[Click here](https://form.jotform.com/243151584749868) to access the '**Swim Meet Host Expression of Interest**' form.  
<https://form.jotform.com/243151584749868>

## Phase 3: Agreement

### Documentation and Agreements

After your application is approved, you'll receive forms to complete to formalize your hosting arrangement, including Host Club Responsibilities form and 'Host Club agreement' form. If you have any further queries please contact [hello@qld.swimming.org.au](mailto:hello@qld.swimming.org.au).

## Phase 4: Managing

Ensure your club committee understands its responsibilities before, during, and after the meet. Review the Guide to Host a SWB Meet and complete the Risk Management Checklist with the Race Director on meet day.