

Process for entering Australian swimming events.

New Zealand swimmers wanting to compete in National and State level events in Australia are now required to submit their entries through Swimming New Zealand. There is a simple procedure that will need to be followed by clubs to complete their entries. Please follow the below steps:

- Entries for meets in Australia must be received by Swimming New Zealand **one week prior** to entries closing. Entries should be sent to events@swimmingnz.org.nz. Entries must include:
 - a. TM/MM Entries File
 - b. Proof of Entry Time Report
 - c. Entry Fees Report
 - d. Contact information of the Coaches and Managers for the team attending and accommodation arrangements in Australia.
- The entry fees for this competition must be clear funds in the Swimming New Zealand bank account one week prior to the entry closing date. These funds are to be in New Zealand Dollars and be the equivalent of the Australian Dollar entry fee on the day of transfer.
- It is the responsibility of the club to ensure that they have submitted an Authority to travel document to their region to complete and forward onto Swimming New Zealand.
- Entries can be received from either the region or the individual club. This is at the discretion of the club and region.
- Swimming New Zealand will take responsibility for sourcing the results from these meets and submitting them to "Take Your Marks".
- If there is an accreditation or anything else required for a meet, it is the responsibility of the club or region to obtain this. Swimming New Zealand role in this process is to compile entries from throughout New Zealand to forward onto Swimming Australia or the State responsible for the event.