

## INSTRUCTIONS FOR NOMINATIONS OFFICERS/RACE SECRETARIES *RELAY EVENTS*

Entries may only be submitted by the Nominations Officer of an affiliated Club, Institute of Sport or International Team.

Nominations are to be submitted via Team Manager Entry file by midnight, 21 November 2011. Click [here](#) for Club Relay Team Manager File

Please ensure:-

- You are using the correct CLUB CODE (list found [here](#))
- All athletes are entered using their full name and MMID as per their registration details in the online registration database (export instructions found [here](#))
- All competitors are ACTIVE & FINANCIAL in the online registration database (export instructions found [here](#))
- ALL possible relay swimmers are included in the file.

The Team Manager's name must be submitted on the relay forms as the contact for relay day (for paging purposes). To ensure quick entry to the pool deck for the relays, they will receive complimentary entry for the day.

Relay forms (fully completed with relay team members and all possible reserves, plus dates of birth) are to be submitted to the SQ Office by 5pm, Friday, 2 December 2011.

The Medley Relay form is available [here](#)

The Freestyle Relay form is available [here](#)

These forms will be considered as the confirmed team order and reserves.

Any changes to the team order only from the names originally submitted by Friday, 2 December can only be lodged with the Timing Room Supervisor or Meet Manager by 9.30am on Saturday, 10 December by Club Team Managers, or 2 pm by Region Team Managers. Forms must be filled out clearly and correctly.

Non-Australian citizens who are not members of another federation affiliated to FINA and who are registered with a State Association may compete in relays provided that a maximum of one non-Australian citizen may compete for a relay team.

For their club, age group swimmers are permitted to compete in one Age and one Open Freestyle relay, and one Age and one Open Medley relay. Subject to this stipulation, they may compete in different age groups for their club when a different relay format is involved (e.g. 12 & under club Freestyle relay and 14 & under club Medley relay).

For their region, Age group swimmers are permitted to compete in one Age and one Open Freestyle relay, and one Age and one Open Medley relay. Subject to this stipulation, they may compete in different age groups for their region when a different relay format is involved (e.g. 12 & under regional Freestyle relay and 14 & under regional Medley relay).

All relays will be swum as 'timed finals'.

International relay teams are to enter their teams into the Regional Relay events only.

The minimum age for relay competitors is 9 years.

9 & 10 years relay events: teams will be awarded medals but will not be awarded points.

Clubs must not send hardcopies of meet paper work or cheques to Swimming Queensland prior to the nominations closing date.

Clubs will be invoiced in total for relays and individual nominations. Payments must be received by the conclusion of the Championships.

Please ensure ALL details are completed as per the [CHECKLIST](#).

Incomplete TM entries will incur an administration fee of \$25 per club.

Attachments to be emailed to Swimming Queensland by midnight, 21 November 2011 are:

- One COMPLETE TM Entry File ONLY
- TM Meet Entries Report (.pdf or .doc format) (instructions found [here](#))