

Memorandum



To:	Club Presidents, Club Directors of Surf Sports, Junior Activities Officers
From:	Rob Pidgeon – Sport Manager, Jess Langham - Sport Events Coordinator
Date:	Tuesday 12 February 2019
Pages:	3
Subject:	2019 NSW State Championships - Entry Administration Information

To assist with streamlining administration functions at the State Championships, the following memo provides useful instructions to Club Administrators or Competition Officers responsible for completing entries for the 2019 State Age, Masters and Open Championships.

Thank you for your effort to do this job on behalf of your Club.

Review of Club Entries:

Clubs are asked check their entries carefully to ensure that members have not been missed from the Carnival or Events by running a report from Carnival Manager. There are **no late entries** after the online closing date. Please do not wait until the Random Draw has been produced before these are checked as it will be too late.

Clubs are also asked to check their entries to ensure compliance with [Competition Eligibility](#).

This includes;

- 1) Ensuring members hold the appropriate award.
- 2) Ensuring members have completed Patrol Hours (run a Patrol Hour report).
- 3) Ensuring members are in the correct membership categories.

See appendix for “How to run a report”.

Team Changes/Amendment Fee:

SLSNSW will waive the amendment fee for ONLINE team changes from today (12/2/19) until the close of ONLINE late entries for the relevant Age (17/2/19), Masters (24/2/19) and Opens Championships (24/2/19).

Clubs are asked to review their teams in Carnival Manager and make the necessary changes to teams for members already entered into the carnival e.g. from Team D to Team A. This will assist the Random Draws to be more accurate and reduce the amount of paperwork at the carnival. The teams should be reflect who will compete in those teams on the day. The amendment fee in the online system has already been removed online for Age Championships and as invoices will be generated after the close of online late entries, Clubs will not see this on their invoice.

After online late entries close, the fee of \$20.30 will be reinstated and changes must be made by Team Managers at Administration.

As per usual you only need to submit a team change form for FINALS if the team entered is not the same the team in the Final. This is because administration needs to manually adjust these teams in Carnival Manager to match the results. The Team Change Form is available on the SLSNSW website on the [State Championships Event Page](#)



Additional Events:

Additional Events are if you are in the Championships already but have not been entered into the event, but on the day decide to go in an event (for example competing in water events but then decide to run the 2Km Beach run which you were not on the draws for).

Team manager to complete the Additional Event Entry at Admin for a fee of \$20.30 at Admin.

Appendix: How to run a report in Carnival Manager

1. Login into Carnival Manager
2. Select the relevant State Championship (Age, Masters, Open)
3. Click on Reports

2019 NSW Age Championships - Home

Info: 1, 2 & 3 March 2019

Event Date: 01/03/2019 8:00am
Entries Close: 04/02/2019 11:00pm
Late Entries Close: 17/02/2019 11:00pm
Registration Fee: \$39.10
Late Penalty Fee: \$52.30
Late Amendment Fee: \$20.30

NOTICE - LATE ENTRIES: Late entries are still being accepted. Please note that a late entry fee may apply for new entries and an amendment fee may apply for changes to existing entries.

Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.

Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.

Team Names
Assign team names on a per event basis. For example, 'Team K' in the U/19 Beach Sprint can be known as 'The Expendables'.

Reports
Reporting will allow you to see exactly who is entered and the associated costs. You can save or print these reports using your web browser.

Help
Here you can find out further information about the online entries system.

Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries [click here](#)

1km Beach Run
1745 U13 Male 1 klm Beach Run, 1746 U12 male 1 klm Beach Run, 1747 U11 Male 1 klm Beach Run, 2745 U13 Female 1 klm Beach Run, 2746 U12 Female 1 klm Beach Run, 2747 U11 Female 1 klm Beach Run

2 Person R&R
U10/U11 2 person R & R, U12/U13 2 person R & R

2km Beach Run
1744 U14 Male 2 klm Beach Run, 2744 U14 Female 2 klm Beach Run

5 Person R&R
U12/U13/U14 5 person R & R

All Age Beach Relay
3735 All Age Beach Relay

All Age Board Relay
3695 All Age Board Relay

Beach Flags
1738 U/14 Male Beach Flags, 1739 U/13 Male Beach Flags, 1740 U/12 Male Beach Flags, 1741 U/11 Male Beach Flags, 1742 U/10 Male Beach Flags, 1743 U/09 Male Beach Flags, 2738 U/14 Female Beach Flags, 2739 U/13 Female Beach Flags, 2740 U/12 Female Beach Flags, 2741 U/11 Female Beach Flags, 2742 U/10 Female Beach Flags, 2743 U/09 Female Beach Flags

Beach Relay
1725 U/14 Male Beach Relay, 1726 U/13 Male Beach Relay, 1727 U/12 Male Beach Relay, 1728 U/11 Male Beach Relay, 1729 U/10 Male Beach Relay, 1730 U/09 Male Beach Relay, 2725 U/14 Female Beach Relay, 2726 U/13 Female Beach Relay, 2727 U/12 Female Beach Relay, 2728 U/11 Female Beach Relay, 2729 U/10 Female Beach Relay, 2730 U/09 Female Beach Relay, 3725 U/14 Mixed Beach Relay, 3726 U/13 Mixed Beach Relay, 3727 U/12 Mixed Beach Relay, 3728 U/11 Mixed Beach Relay, 3729 U/10 Mixed Beach Relay, 3730 U/09 Mixed Beach Relay

Beach Sprint
1716 U/14 Male Beach Sprint, 1717 U/13 Male Beach Sprint, 1718 U/12 Male Beach Sprint, 1719 U/11 Male Beach Sprint, 1720 U/10



Appendix - Report types

- Full Competitor List (grouped by event)

This report shows a full competitor list for your club grouped by event. Under each event, members will be listed in alphabetical order. If it is a team event, members will be ordered by their team letter first, then by surname.

- Full Competitor List (grouped by name)

This report works similar to the first report described above, except the lists are grouped by member name.

- Patrol hour report will show if a member qualifies – note that the member will need to be in the correct membership category.

Club Reports

[Return to 2019 NSW Age Championships home](#)

Full Competitor List (grouped by event)

A full list of all the clubs entries are displayed, grouped by event. [\[CSV Download\]](#)

Full Competitor List (grouped by name)

A full list of all the clubs entries are displayed, grouped by competitor name. [\[CSV Download\]](#)

Full Competitor List (grouped by competition age)

A full list of all the clubs entries are displayed, grouped by competition age. [\[CSV Download\]](#)

Full Competitor List (Patrol Hours)

Display each competitor's details with the patrol hours requirements. [\[Display PDF\]](#) [\[CSV Download\]](#)

Events List Details

This report displays a list of events with some basic details about the event. [\[CSV Download\]](#)

Pro-Forma Invoice - Detailed by Competitors

If there are costs involved, this report will show a list of competitors along with their associated fees. [\[Display PDF\]](#) [\[CSV Download\]](#)

PLEASE NOTE: This report is intended to be used to provide simple indicative costs only. Final amounts may be different.

Pro-Forma Invoice - Total

If there are costs involved, this report will show the total fees for the club. [\[Display PDF\]](#) [\[CSV Download\]](#)

PLEASE NOTE: This report is intended to be used to provide simple indicative costs only. Final amounts may be different.