

General Information

Swimming New Zealand rules and regulations govern this competition.

This meet is open to financial, registered (at the time of competition) Swimming New Zealand Competitive Swimmers and foreign swimmers registered with foreign FINA affiliated swimming federations. All participants must agree to comply with the Sports Anti-Doping Rules.

This is a living document and amendments may be made. For the latest information, please check to the Event Page on the [Swimming New Zealand website](#) to ensure you have the correct version.

Meet Contacts

Rachael Goodall

Event Manager

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Gavin Ion

Technical Director

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Host Region

Swimming Bay of Plenty

Bronwen Radford

bronwen.radford@xtra.co.nz

Venue Information

[Rotorua Aquatic Centre](#)

18 Tarewa Road

Rotorua

Parking

There is limited parking around the pool. Rotorua Aquatic Centre management has requested that teams do not use more transport than is necessary and ensure you take all your valuables with you when you leave your car.

Pool Access

Swimmers/Coaches/Team Managers:

Access to the pool for all spectators, swimmers, coaches and team managers is via the side gate on the Kuirau Park side with your accreditation. Event personnel will be on hand to ensure that passes are being presented. If you do not have a valid pass – you will be required to pay the appropriate admission fee.

Note: Gate opening times are as below, there will be NO access to the pool complex prior to these times.

Morning/heat Sessions 7:00am

Afternoon/finals sessions 4:00pm

Spectators:

Spectators access is also through the side gate and are not to access the pool deck. Spectators will not be allowed on pool deck, anyone who does not have an SNZ pass will be asked to move back to the spectator area.

Officials:

Officials access is through the side gate and not through the main entrance. All officials will need to sign in on entry.

Spectator Charges

Door Entry: \$2.00 per session

Tickets will not be available for pre-purchase through the Swimming New Zealand shop. Tickets will only be available via door sales (cash/eftpos) at the spectator (side) entrance to the pool, and NOT the main entrance.

Programmes will be available for purchase at the spectator entrance to the pool \$3 per session programme.

General Entry Information

Entry Deadline

TUESDAY 6 MARCH 2018 at 11.59pm. Late entries will not be accepted.

NO REFUNDS for any withdrawals (including medical) will be given once entries have closed.

Entry Process

All entries must be submitted via the SNZ National Database. Individuals will be able to access and complete their entries online via their MyPage. There is no limit on the number of individual event entries.

Entry Fees

Entry fees are \$15.00NZD per individual event and \$30.00NZD for relay events.

Entry fees must be paid prior to the start of the meet. If they have not been paid it will result in the withdrawal of swimmers.

Clubs and regions that have not paid the required entry fees at the closing date of entries will be invoiced by Swimming New Zealand.

Qualification Criteria

Age as at 18 MARCH 2018.

The qualifying period is from 1 January 2017 to 4 March 2018.

The qualifying times are 25m Short Course times. Qualifying times swum in pools other than 25m pools must be converted using the SNZ Conversions.

Individual entry times will be generated by the SNZ Database. Performances from International, Regional and Local competitions not held within the database will not be eligible for use to enter this championship.

Only results from approved meets will be able to be used as qualifying times. A list of approved results can be found [here](#).

All swimmers shall only enter qualified events. A swimmer who has qualified for either the New Zealand Open Championships or the New Zealand Age Group Championships (in an able-bodied event) is ineligible to enter the Division II Competition.

Relays

Relays will be club relays and swum as 18 & Under. Relays will be swum as timed-finals with the fastest timed final swum in the evening session. Only swimmers who have met the qualifying time and entered at least one individual event in this competition may enter relay events. There will be a maximum of 2 teams per club and 2 teams per zone in each relay.

Zonal relay – there will be a zonal relay to conclude the meet. Regions will be asked to appoint a coordinator the teams for each zone. Zones can enter a maximum of 2 teams. SNZ will provide zonal caps for each team.

Psych Sheets

Preliminary Psych Sheets will be posted on the Swimming New Zealand website on **THURSDAY 8 MARCH 2018**.

Corrections and changes to psych sheets are to be sent to events@swimming.org.nz by **11.59pm SUNDAY 11 MARCH 2018**.

Final Psych Sheets will be posted on the Swimming New Zealand on **MONDAY 12 MARCH 2018**.

Finals

Finals will be swum as individual age groups for all ages in the 'Age' category (12& 13, 14, 15 years), and Youth' category (16-18 years) will be swum as A and B Finals. Fastest 16 males and 16 females starting with the A Final subject to the following conditions:

A minimum of 16 swimmers are required in an event for an A and B Final, otherwise the event reverts to an A Final only.

The 400m Free, 400m IM, 800m Free and 1500m Free races will be timed finals with the fastest timed final swum in the evening regardless of age.

Withdrawals

Withdrawals will be as detailed in SNZ Regulation 3. The fine for failure to withdraw from a final is \$50.00. Note: For all timed finals events SNZ Regulation 3 applies.

3.2 For timed-finals, withdrawals must be advised by the end of the session preceding the session with the timed final event.

Please send any withdrawals for **Day One** to events@swimming.org.nz.

All withdrawals for day one events must be submitted by the end of the team managers meeting at 5pm on Saturday 17 March.

Withdrawals from finals must be submitted by the end of the session swum.
Withdrawals for day two, three and four must be handed to the recorder by the completion of the preceding session.

Meet Photography

Participants who have entered this event agree to allow photograph, video multimedia or film likeness taken by accredited photographers to be used for any legitimate purpose by Swimming New Zealand or others as approved by Swimming New Zealand.

Accreditation Information

Accreditations

Clubs are required to complete the [Coaches and Managers Registration Form](#) on behalf of their coaches and managers who will be attending the meet.

Forms must be completed **by Friday 9 March 2018 by 5:00pm. Late entries will not be accepted.** Event passes will be allocated to Coaches and Managers based on this information.

Clubs are entitled to nominate coaches and team managers based on the number of swimmers they have competing as follows:

- 1-10 Swimmers = 2 coaches/managers
- 11-20 Swimmers = 3 coaches/managers
- 21-30 Swimmers = 4 coaches/managers
- 31+ Swimmers = 5 coaches/managers

Accreditation Criteria

Coaches must be registered with Swimming New Zealand as a premium coach and must be showing as financial and active in the Swimming New Zealand database.

Managers must be an active member on the Swimming New Zealand database. They can be registered as volunteer membership type if they are not already on the database. They are not permitted to be undertaking any coaching on pool deck.

Swimmers will all be issued a pass.

Passes must be worn while on pool deck, anyone not wearing a pass will be asked to move to the spectator's area.

COMPETITION INFORMATION

Pre-Meet Training

Pre-event training is as follows: **3.00pm – 7.00pm Saturday 17 March 2018.**

Note: Entrance to the complex must be via the side gate – there is no access through the main entrance.

Collection of Packs

Club packs including passes must be collected by Club and Regional Team Managers from 3.00pm-7.00pm Saturday 17 March and will be available at the side gate entrance.

Team Managers Meeting

There will be a team managers meeting held on **5pm Saturday 17 March 2018.** Team managers will be given a brief run-down of meet activities, expectations of swimmers and clubs, and general delivery of the event.

The meeting will take place in the Swim Rotorua Club Rooms, next to the outdoor 50m pool. **All withdrawals for day one events must be submitted by the end of the team managers meeting.**

Each club is asked to have at least one representative at the meeting to ensure all information is delivered back to the swimmers.

Warm-up Procedure

SNZ use a standard warm-up procedure for all national competitions. Please refer to the warm-up procedure document on the SNZ website.

Marshalling Process

Heats:

Self-marshalling will be employed during all heats sessions of the 2018 NZ Div II Competition. Swimmers will assemble behind the starting blocks 4 heats prior to their event.

Finals:

Swimmers will need to marshal 6 races prior for 50m events and 4 races prior to their event for all other events and remain in the marshalling area. All swimmers are required to marshal for relays. Swimsuits will be checked at marshalling for legality.

Seating

The seating plan will be posted on the SNZ website. Clubs/Regions are asked to ensure that swimmers with allocated seating do not procure additional seats. There will be no rotation of seating. Spectator seating is limited.

Session Programmes

Session programmes will be issued to regional team managers based on the number of Coaches/Managers detailed in the regional coaches and managers form.

Session programmes will be distributed to Regional Managers via the regional boxes.

Timelines

Timelines will be included in both heats and finals session programmes. The times shown are approximate and races may start before or after the times indicated. It is the swimmer's responsibility to be in place to swim at the appropriate time (i.e. 4 heats before their scheduled race).

Strapping

Swimmers with strapping must provide documentation from a relevant registered health practitioner or physiotherapist and be reviewed by the Technical Director prior to swimming. The documentation needs to be specific about the need for strapping and the impact on the swimmer. Any swimmers without such documentation will not be permitted to swim.

Results

Results will be posted in various locations around the pool:

Swimming New Zealand will have live results via the Swimming New Zealand website and Meet Mobile. The results for each session will be uploaded to the event page after each session.

Disqualifications

Disqualifications will be announced and a copy of the DQ form put in the Regional Team Manager Boxes for collection by team manager.

Protests

If a swimmer is wanting to lodge a protest as per the possible reasons outlined in SNZ Regulation 4.1 it is to be submitted to the referee on the protest form by the team manager within 30 minutes following the conclusion of the specific event. The protest form needs to be accompanied by the protest fee of \$100NZD cash.

Opening Ceremony

There will be an opening ceremony for the meet prior to session one. More information will be available at the team managers meeting.

Victory Ceremonies

The Victory Ceremony Timetable will be included in the finals programmes and a musical fanfare will be used to indicate the start of each Victory Ceremony. Victory ceremonies will take place as per the timetable.

Swimmers who are not present WILL NOT RECEIVE THEIR MEDAL.

IMMEDIATELY after finishing their race AND BEFORE warming down the TOP 3 swimmers must go to the presentation area. They must advise the presentation official they are present.

We will endeavour to run the victory ceremonies as timetabled. If for any reason there is a delay in the results being available, the medal presentation for that event will take place as soon as practicable.

Dress Standard for victory ceremonies:

- Club or Regional t-shirt, jacket or sweatshirt.
- No Caps or Goggles.
- No towels to be wrapped around the waist.
- Tracksuit bottoms or shorts are recommended.

Dress up theme

The theme for the 2018 Division II competition is "A day at the beach", last day of competition we encourage all teams to dress up.

Merchandise

Merchandise for the Division II Championships is available for pre-purchase. Race suits and other swim products are also available from Teamline on their online shop and from their poolside shop. Find everything you need on their website www.teamline.co.nz

Banner Placement

Swimming New Zealand encourages clubs and teams to bring banners to display at the 2018 NZ Division II Championships. SNZ Reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

Officials Information

An officials meeting will be held on 18 March starting at 8.00am in the Swim Rotorua Club Rooms. Technical Director, Gavin Ion, will conduct the meeting.

There will be morning tea for officials in the Swim Rotorua Club Rooms before the morning sessions between 7.30am and 8.30am.

Afternoon tea will be available each day between 5.00pm and 6.00pm in the Swim Rotorua Club Rooms. We ask that all officials bring a water bottle with them.

Officials are to wear either their SNZ Shirts or Regional shirt for morning sessions. SNZ shirts for finals session. Black trousers, shorts or skirts for morning sessions. Black trousers or skirts for final sessions. There will be SNZ shirts available at the meet for purchase (\$20) if required.