

EVENT BOOKLET

2022 Apollo Projects New
Zealand Age Group Swimming
Championships

Updated: 21 March 2022


TABLE OF CONTENTS

| | |
|---|----|
| Purpose, Good Sports, Covid-19 Protection Framework | 3 |
| Entry Information | 4 |
| Event Specifications | 6 |
| Event Information | 8 |
| Athlete Information | 9 |
| Coach & Team Manager Information | 11 |
| Medical Information | 16 |

This is a living document and amendments may be made. The information in this booklet is correct at the time of publishing. Swimming New Zealand will not be held liable for any costs and expenses incurred by any person following changes to the information outlined in this booklet. Swimming New Zealand reserves the right to use discretion and make adjustments to the contents and rules outlined in this document. For the latest information, please check the event page on the Swimming New Zealand website to ensure you have the up-to-date version.

For further information please contact:
Chloe Francis, SNZ Event Manager

 events@swimming.org.nz

 +64 21 2665 893

PURPOSE

The event sees the best swimmers from around the country go head-to-head for the national title in 13 to 18 year old age group.

GOOD SPORTS

Please note that this is a Good Sports event. Swimming NZ is proud to partner with and join the Good Sports movement. This program aims to help parents provide the best sporting experience to their kids.

[Click here to learn more about Good Sports](#)

COVID-19 PROTECTION FRAMEWORK PROTOCOLS

Please note that this event has been adapted so it can be delivered safely during the current Covid-19 Protection Framework. This event will be delivered in the format suited to the red traffic light regardless of the traffic light on the first day of the competition.

[For more information regarding our Contingency Plans, please click here](#)

By swimmers entering this competition, they are understanding and accepting the risks involved in attending events in the current climate. SNZ strongly encourages all clubs to have a contingency plan in place for if a member of their travelling party becomes sick during the event.

All personnel entering the venue must have a valid My Vaccine Pass. This must be sighted upon arrival to the pool by an allocated SNZ staff member. Only once a valid My Vaccine Pass is sighted will an accreditation pass be given.

All personnel and swimmers must always wear a mask while in the venue, except when in the pool. Masks will be provided if requested.

SNZ will continue to follow government guidelines regarding hosting events under the Covid-19 Protection Framework.

SNZ will also continue to follow the Wellington Regional Aquatic Centre's protocols.

Please refer to our website regarding SNZ's policy surrounding a positive case at an event.

ENTRY INFORMATION

Swimming New Zealand policies and the New Zealand swimming rules 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.

| Entries | Timeline |
|--------------------------|--------------------------|
| Entries Open | Wed 23 February |
| Individual Entries Close | Tues 29 March at 11.59pm |

- Entry Process

All entries must be submitted via the SNZ Fast Lane page. Individuals will be able to access and complete their entries online via their Fast Lane.

There is no limit on the number of individual event entries.

Late entries will be accepted for 24hrs only via the Fast Lane page. A late entry fee will be applied in addition to individual entry fees.

- Qualification Criteria

Age as at 30 April 2022.

The qualifying period is from 1 January 2021 to 29 March 2022.

Swimmers must be 13 years or above but under 19 years as of 30 April 2022.

The qualifying times are 50m long course times. Short course conversions can also be used. For Para swimmers, please see section below. All swimmers shall only enter qualified events.

Due to limited opportunities to swim, results from either development or designated meets can be used as qualifying times from within the qualifying period.

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.

- Entry Fees

| Location | Individual Entry Fee |
|---------------|----------------------|
| Domestic | \$23 |
| International | \$25 |

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

No refunds for any withdraws before or during the meet. Refunds for any medical withdrawals can be considered if a signed doctor's certificate is supplied.

- International Entries

Visitors will be able to submit entries using either a TM File or spreadsheet available on the event website. This need to be emailed to entries@swimming.org.nz by the entry deadline date specified above.

Foreign entries also need to be accompanied with a signed Travel Authorisation Form/Letter from the national federation.

Foreign clubs are required to provide a proof of entries report upon submission of entries.

A maximum of two (2) international visitors may progress from heats to finals in any one event. There is no limit on international visitor entries for timed-finals but only two (2) international visitors may swim in the fastest timed-final.

International Para Swimmers must hold a National classification or higher and communicate their classification and any codes of exception to entries@swimming.org.nz or cameron@swimming.org.nz during their entry process.

EVENT SPECIFICATIONS

- Groups/Pods

Aligning with the governments Covid-19 Protection Framework, groups of no more than 100 people can be gathered at one time at an event. These groups are also not allowed to intermingle for the duration of the event.

Groups of 100 will be formed, divided by age groups and genders. Depending on the total number of entries, some age groups and genders will combine to create one group of 100. These groups will be released once entries have closed.

- Age Groups

The age groups are restricted to 13 years, 14 years, 15 years, 16 years and 17 – 18 years. Para swimmer age group is 13 – 18 years.

Please note: the 17 – 18 years category has returned to NAGS for 2022 as a result of limited opportunities to race over the past 2 years with Covid-19 restrictions, with finals and medals awarded at NAGS. 17 – 18 years may swim as an open swimmer at the 2022 Apollo Projects NZ Swimming Championships if they achieve the qualifying time. Swimming NZ wants to provide every opportunity possible for swimmers to be back in the pool.

- Timed Finals

All events will be timed finals and each age group will be seeded as the fastest 10 in the last timed final. Lanes shall be assigned in descending order of submitted entry times within each heat, in accordance with the pattern outlined in SW Rule 3.1.2.

- Para Athletes

The 2022 Apollo Projects New Zealand Age Group Swimming Championships are open to Para swimmers who have a classification of some form – provisional, national or international.

Para swimmers may meet the qualification times in either a short course or long course pool. However, no converted time is allowed – i.e. so long as the time is met the swimmer can enter that event.

There will only be timed finals swum for all events.

Medals will be distributed based on the World Para Swimming points system (similar to the percentage of the world record calculation) using the event software, of which results are final.

If you have any questions regarding classification, please contact National Para Swimming Development Coordinator, Cameron Leslie, on cameron@swimming.org.nz.

- Para Support Person

We welcome a support person onto poolside for each Para swimmers at NZ Age Group Championships and these have already been counted toward the pod numbers. We understand that the change of the event structure could be particularly stressful for our Para-swimmers and so we want to help alleviate that as much as possible.

Anyone who has been police vetted by SNZ will be able apply for an accreditation on the event webpage and will be allowed to be always present on poolside with their para-swimmer. Each para-swimmer is allowed one support person, this can be a coach, caregiver, friend or family member and they will be given full access to the venue during the swimmers allocated pod time.

We understand that not having a coach on poolside and change of normal event routine might cause unnecessary stress for some of our para swimmers and in some cases two support people (coach and personal support person) might be required; if this is the case, please email both Cameron Leslie (cameron@swimming.org.nz) and I (chloe@swimming.org.nz) explaining the details around the request and we will be happy to discuss this in more detail with you and help in whatever way is needed.

Please also note, the pods that our Para swimmers are in will be allocated extra time so each swimmer can prepare for their races properly and to be able to enter and exit the pool/venue without any issues. The pods with our para-swimmers will also compete at the same approximate time each day to help with the logistics of getting the swimmers to and from the pool and creating consistency throughout the event.

- Relays

Relays have been removed from this years event.

- Psych Sheets

Psych Sheets will be posted on the event webpage as soon as possible after entries close.

Corrections and changes to psych sheets are to be sent to entries@swimming.org.nz by 11.59pm Sunday 10 April.

Any changes made after the final psych sheets are published will not be updated online, but will be completed and updated on the SNZ event file.

EVENT INFORMATION

- Opening Hours

Due to the government's restrictions in traffic light level red, there will be no pre-meet session. Each club will need to arrange their own pre-meet sessions.

All warm-up and start times for each group will be released once entries have closed.

- Results

Swimming New Zealand will have live results via the SNZ website, Live Timing. The results for each event will be uploaded once the event has been signed off.

You can also see live splits and result via the free [Swimming NZ app Mytogs - click here to download](#)

- Spectators and Ticketing

Under the current Covid-19 Protection Framework in red, there will be no spectators allowed into the venue for the duration of the meet.

- Livestreaming, Photography & Videography

All sessions at this event will be livestreamed.

Photos and videos will be taken throughout the competition. All athletes and spectators have agreed to allow photographs, videos, audio recordings and audio recording to be taken by accredited SNZ contractors to be used for any legitimate purpose by SNZ. If you have any concerns please contact the Event Manager.

Spectators agree upon entry that photographic, video or audio recording equipment is prohibited for any purpose which may include, without limitation, video and/or audio recorders, camera tripods, monopods or lenses with a total focal strength of greater than 300mm and commercial digital video equipment. The SNZ Event staff will, at their sole discretion, determine whether or not an item is intended for personal or commercial use.

- Merchandise

Merchandise for this event is provided by SNZ partner Teamline and is available for pre-purchase. In addition, race suits and other swim products are available from Teamline on their online store and from their pop-up store that will be located at the venue. Find everything you need on their website www.teamline.co.nz

- Parking

Parking is limited at the WRAC facility. Please try and limit the number of vehicles you travel into the meet.

ATHLETE INFORMATION

- Pool Access

Access to the pool for all swimmers is via the swimmer's entrance off Kilbirnie Crescent, at the time listed for your group session open. A valid My Vaccine Pass must be sighted by a member of the SNZ on the door to gain access to your event accreditation. Accreditation must be presented to gain access at every session a swimmer attend.

Swimmers may only enter the pool in their allocated group time and door will be closed once the allocated warm up time is over.

All timelines will be released as soon as possible once entries have closed.

Accreditation must be presented to gain access at every session. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth at the swimmer's entrance. Please remember to scan into the venue with your Covid-19 Tracer app at every session.

Once the entrance door is closed, swimmers will then only be allowed to exit through the doors located in the learn to swim/warm down pool area. Please note once a swimmer has left the venue they will not be allowed back into the venue.

Each group will have a finish time for their session, this means once their session has finished, they must vacate the competition pool and will not be allowed back in until the next days allocated time.

- Warm-up Procedure

All warm-up timelines for each group will be released as soon as possible once entries have closed.

Each group will be allocated a 30mins warm-up time slot in the competition pool. A warm-up procedure document will be available on the event webpage, please refer to this document for warm-up guidelines.

Swim down will be available in the learn to swim pool once their groups session has started. Swimmers will then have full use of the warm down area that includes changing rooms until the end of the following groups warm up time.

- Athlete Seating

Seating will be available on pool deck for swimmers. Swimmers should always keep a 2m distance.

Swimmers are encouraged to be seated in the same seat for each session unless they are getting ready to warm-up or race. This will help to reduce the amount of contact each swimmer has with other swimmers while on poolside.

- 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. Any swimmers without such documentation may not be permitted to swim.

- Marshalling Process

Self-marshalling will be employed during all sessions. Swimmers are asked to be in the marshalling area 2 heats prior to their event. For all 50m events swimmers need to be in the marshalling area 4 heats prior to their event. SNZ encourages all swimmers to always keep a 2m distance.

- Winner Interviews

Depending on the timeline, selected final winners in the evening sessions, as well as NZ age and open record breakers (including Para swimming records) during all sessions will be asked to complete a short interview at the conclusion of the race.

- Victory Ceremonies

Medals shall be awarded for the 1st, 2nd and 3rd New Zealanders in all events for each group – 13 years, 14 years, 15 years, 16 years Para multi-classification 13 – 16 years. Visitor medals will be awarded to any international competitor who places.

In the event the timeline does not allow for medals to be presented, all medals will be sent out via post after the event. Please make sure your details on Fastlane are correct.

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.

Swimming NZ contract photographer(s) to take photos during the event and victory ceremonies so there is to be strictly no photography on pool deck and the victory ceremony area. All photos taken by the official event photographer will be made available on the SNZ Facebook page. Anyone taking photos in this area will be asked to leave immediately.

COACH & TEAM MANAGER INFORMATION

WRAC considers coaches to be staff but have imposed strict rules on where coaches can be in the pool venue. Coaches will not be permitted on poolside but will be allocated the space above the grandstand seating to watch their swimmers. Swimmers will be able to come up into the grandstands and talk to their coaches from a 2m distance.

Each club will be allocated a ratio of 1 coach to every 7 swimmers registered for the event, however, only one club coach can be present in the allocated space at one time. Club coaches can swap at any time throughout the event.

At each session, there will be a clearly identifiable male and female adult on pool deck whose responsibility is to look after the health & safety and wellbeing of each swimmer. Swimmers may approach these designated adults at any time during warm-up or racing if they have any issues.

Team managers will not be allowed to be present in the dedicated coaches space at this year's 2022 Apollo Projects NZ Age Group Swimming Championships.

- Accreditation

All coaches who are want access to the coach's room will need to apply for an accreditation. You will need to show the allocated SNZ staff a valid vaccination certificate to receive your accreditation. Closer to the time of the event, coaches will be allocated a time that they can enter the coach's area as well as collect their accreditations.

Accreditation must be always worn, around the neck, to gain access to and remain in the coach's room. No accreditation no entry. Lost accreditation can be replaced at a cost of \$15.00 each.

| Date | Deadline |
|-------------------------|-------------------|
| Applications Open | 15 Mar |
| Applications Close | 13 Apr at 11.59pm |
| Late Applications Close | 15 Apr at 11.59pm |

A link to apply for a coach accreditation will be available on the event webpage closer to the opening date, with this page providing more details regarding gaining accreditation.

Please note: if your club has a Para swimmer who requires extra assistance, please contact both the event manager and Cameron Leslie in advance to discuss any additional support accreditation needed.

Please note: late applications will incur a \$50 late fee for each individual

- Accreditation Criteria

Coaches must be registered with Swimming New Zealand under the member category 'Coach' and must be showing as financial and active in the Swimming New Zealand database.

Photo accreditation will be incorporated for this event, so a headshot or passport photo will be required to be included as part of the application process.

Anyone without accreditation will need to purchase a spectator ticket.

- Pool Access

Coaches: Access to the pool for all coaches is yet to be determined and we will communicate this closer to the time. Accreditation must be presented to gain access. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth located at the athlete entrance. Please remember to scan into the venue with your Covid-19 Tracer app.

- Managers Meeting

We will be hosting a webinar for coaches and team managers to explain how the event will be ran in detailed on Thursday 14 April at 4pm via Zoom. This will be recorded, and a link will be put up on the event webpage for anyone who cannot attend.

Each club must have at least one representative at the meeting or watch the meeting at a later time to ensure all information is delivered back to the swimmers.

- Event Packs

There will be no event packs as each individual swimmer will be collecting their own accreditation upon entry to their first session.

- Withdrawals

Withdrawals from events for each session will need to be submitted before 5pm the day before by email to entries@swimming.org.nz. Any withdrawals submitted after 5pm the day before will incur a withdrawal fee.

- Protests

Protests must be submitted to the referee, in writing, on the protest form by the coach via text message only within 30 minutes following the DQ announcement. This needs to be accompanied in cash by the \$100.00 protest fee.

If conditions causing a potential protest are noted prior to the event a protest must be lodged before the signal to start is given.

All protests shall be considered by the referee. If the referee rejects the protest, they must state the reasons for their decision. The club may appeal the rejection to the Jury of Appeal whose decision shall be final.

If the protest is rejected, the deposit will be forfeited to SNZ. If the protest is upheld the deposit will be returned.

- Session Programmes

There will be no paper programmes at the event. Swimmers will be able to view a programme by scanning the QR codes that will be placed around poolside.

- Timelines

Timelines will be included in all 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 at marshalling at the appropriate time (i.e. 2 heats before the scheduled race).

Please note: timelines will show each groups finish time, this time indicates when all swimmers from within that group must leave the competition pool. Swimmers are strongly encouraged to not interact with any other swimmers when not at the event.

- Banner Placement

Swimming New Zealand will have signage at the event and will take precedence for position over regional and club banners. SNZ Reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

- Opening Ceremony

There will be a short opening ceremony at the start of session 1.

- Disqualifications

Disqualifications will be announced and a copy of the DQ form will be messaged back to the same number that the protest came was sent from.

- Event Communication

During the meet SNZ will use the multi-txt system to communicate to coaches and managers during the meet, please ensure your contact details are correct.

- Points & Awards

The following points system will be used for the 2022 Apollo Projects NZ Age Group Swimming Championships:

Points for Age Finals

| Place | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------|----|----|----|----|----|----|---|---|---|----|
| Points | 26 | 21 | 17 | 14 | 12 | 10 | 8 | 6 | 4 | 2 |

Points for Para Finals

| Place | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|--------|----|----|----|----|----|----|---|---|---|----|
| Points | 26 | 21 | 17 | 14 | 12 | 10 | 8 | 6 | 4 | 2 |

Trophies to be awarded

- Freyberg Shield – Top Region across NZ Champs and NZ Age Groups
- 1914 – 1918 War Memorial Shield – Top Region
- Hansells Trophy – Athlete who breaks a NZ age group record by the greatest percentage margin
- Life Members Trophy – Most outstanding individual performance
Top Club


Please note: Trophies will not be awarded at the event. These will be announced and recognised via our social media platforms.

MEDICAL INFORMATION

| Service | Address | Phone |
|---|------------------------------------|-------------|
| Wellington Accident & Urgent Medical Centre | 17 Adelaide Rd, Newton | 04 384 4944 |
| Real Dentistry | 62 Rongotai Rd, Kilbirnie | 04 387 9392 |
| Life Pharmacy | 26 Bay Rd, Kilbirnie | 04 387 3939 |
| X-Ray, Pacific Radiology | 72 Kemp St, Kilbirnie | 04 978 5500 |
| Refresh Physio | 70 Kilbirnie Cres, Kilbirnie | 04 387 4936 |
| Wellington Hospital | 23 Mein St, Newtown | 04 385 5999 |
| Emergency – Fire, Police, Ambulance | - | 111 |
| AED | Wellington Regional Aquatic Centre | - |

For further information please contact:
Chloe Francis, SNZ Event Manager

 events@swimming.org.nz

 +64 21 2665 893