

OFFICIALS -

- As per Swimming New Zealand regulations, there is a minimum number of voting technical officials required for a meet to be classed as approved.
- It is the responsibility of the Clubs and members of the swimming community to ensure they contribute to the success of the meet by assisting with the provision of officials. Where the required number of officials are not forthcoming, the results from the meet will be unapproved.
- Attached is a Coaches, Team Managers and Officials form. This form allows Club Recorders to provide the names of their Team Coaches, Managers, Officials and Timekeepers which will allow the Swimming Waikato Team to manage their entry into the meet.
- The completed form should be returned to Swimming Waikato by 5.00pm on the Monday preceding the meet. Only those people whose names appear on the form will be allowed free entry to the meet.
- When the draft psych sheets are circulated, clubs will be given their timekeeper allocation so that these names can be included on the form also.
- Ratios for Coaches/Managers -
 - 1-10 swimmers = 2 coaches/managers
 - 11-20 swimmers = 3 coaches /managers
 - 21-30 swimmers = 4 coaches/managers
 - 31+ swimmers = 5 coaches/managers

SCRATCHINGS / WITHDRAWALS -

- Refunds will only be made if a medical certificate is provided to the Meet Recorder within 24 hours of the draft psych sheets being circulated. All refunds are at the discretion of the Technical Director.
- **Refunds will not be provided for scratchings received after this time.**
- Scratchings for the first session must be submitted to the Control Room no later than 1 hour prior to the start of racing.
- For subsequent sessions, scratchings must be submitted no later than 30 minutes **before the end** of the previous session.
- Swimmers will be deemed to have scratched if they are not lined up behind the blocks prior to the start of the race.

PROTESTS -

- Protests must be submitted within 30 minutes following the conclusion of the respective event. The protest fee is set at \$100.00, this is payable upon submission of the correctly completed protest form.

DISQUALIFICATIONS -

- Disqualifications will be announced and a copy of the DQ form will be put in the Club Team Manager's box.

EMERGENCY & SAFETY PROCEDURES

Under the Health & Safety at Work Act 2015, it is necessary for us to advise you of the hazards that may affect you whilst attending a Swimming Waikato Meet.

Notified Hazards -

- Floor surfaces may be slippery when wet. *No running.*
- Stadium concrete & seating may be slippery when wet.
- Caution around electronic cords (Starting & Timing equipment)
- Please advise the Referee or pool staff if you observe a potential hazard.
- Please ensure any young children are aware of these hazards.

In General -

- Please familiarize yourself with the pool layout, exits and equipment.
- And please take time to discuss with your Club how you will react and look after your Club members in the case of an emergency.

In an emergency -

- If you are required to contact Emergency Services, the address directions are :
“ 50m indoor Pool Waterworld Garnett Avenue HAMILTON”
- Please note that Pool Staff are trained in First Aid & CPR.

For evacuation -

Stay Calm__

- Three(3) loud blasts on the whistle by the Referee shall clear the pool.
- Leave the pool complex as directed by Pool Staff or Swimming Waikato Technical Officials.
- Assembly locations are dependent on the exit used—
 - Side door—assemble opposite the bike racks towards the front of the building
 - Lido door — assemble out towards the boundary fence
 - Main front doors—assemble opposite the bike racks

- Assist Team Managers and Officials to evacuate the swimmers safely.
- Conduct a roll call to account for all persons (Children and Adults) in **your** Club.
- Notify the relevant emergency Services as required.

During the Meet -

- Please take care to ensure the health and safety of yourself and others
- Have particular care for those under your direct control

COACHES, TEAM MANAGERS and OFFICIALS FORM

All clubs attending a Swimming Waikato Regional Meet must fill out this form for each meet. This completed form must be received by Swimming Waikato by 5.00pm on the Monday preceding the meet. Information received will allow Swimming Waikato to manage the entry process at the meet.

MEET NAME:	
DATE:	
CLUB NAME:	

	COACHES	MANAGERS	MANAGERS'S MOBILE
Session 1			
Session 2			
Session 3			
Session 4			
Session 5			

TIMEKEEPERS	NAME	MOBILE NUMBER
Session 1		
Session 2		
Session 3		
Session 4		
Session 5		
Session 6		

Ratio of Coaches/Managers to Swimmers

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

Teams may have any combination of coaches and managers.