



# 2025 Apollo Projects New Zealand Age Group Swimming Championships

Sunday 13 April – Thursday 17 April 2025

Hawke's Bay Regional Aquatic Centre,  
42 Percival Road, Frimley, Hastings

## Event Information Booklet

### Contact Information

Kate Griffiths

Competitions Manager

[events@swimming.org.nz](mailto:events@swimming.org.nz)

Version 1 – 30 September 2024

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.



## Purpose

The event sees the best age group swimmers from around the country race for the national title in their respective age group (13 - 16 years). This is the pinnacle age group long course competition in NZ, and is a chance for the best age group swimmers from around the country to compete at the national level.

## Code of Conduct

As part of attending this event you have agreed to comply with the Swimming New Zealand code of conduct. Any behaviour that does not comply may result in further action, which may include being removed from the remainder of the event.

Please ensure you exhibit good behaviour towards everyone at the event, including officials, volunteers, staff and other clubs.

Please refer to the event webpage for the full code of conduct.

## 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 World Aquatics affiliated swimming federations. All participants must agree to comply with the Sports Anti-Doping Rules.

Entries	Timeline
Entries Open	Tues 18 February 2025
Individual Entries Close	Tues 1 April 2025 at 11:59pm
Relay Entries Close	Wed 2 April 2025 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 email to [entries@swimming.org.nz](mailto:entries@swimming.org.nz). A late entry fee will be applied in addition to individual entry fees.

## Qualification Criteria

**Age as at 13 April 2025.**

The qualifying period is from 1 January 2024 to 31 March 2025.

Swimmers must be 13 years or above but under 17 years as of 13 April 2025.

The qualifying times are 50m long course times. Long course times as well as short course converted times can be used for qualification – please refer to the qualifying times document. For Multi-Class swimmers, please see section below. All swimmers shall only enter qualified events.

Only results from officiated meets can be used as qualifying times.

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	Relay Team Entry Fee
Domestic	\$25	\$40
International	\$30	\$50

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](mailto: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 each age final 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 Multi-Class swimmers must hold a national classification or higher and communicate their classification and any codes of exemptions to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) or [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz) during the entry process.

## **Event Specifications**

### **Age Groups**

The age groups are restricted to 13 years, 14 years, 15 years and 16 years. Multi-Class swimmer age group is 13 – 18 years.

### **Heats**

All heats will be seeded as slowest to fastest seeding. Where there are two or more heats, they shall be seeded with the fastest heat having the fastest swimmers, the previous heat shall consist of the next fastest swimmers, etc. Lanes shall be assigned in descending order of submitted entry times within each heat, in accordance with the pattern outlined in Swimming NZ rules.

### **Finals**

Championship finals will be the top 10 swimmers and swum as individual age groups for all ages: 13 years, 14 years, 15 years and 16 years, and Multi-Class 13 – 18 years.

### **Distance Freestyle Events**

The 800m Free and 1500m Free for both males and females will be swum as timed finals with only the fastest timed final swum in the finals session of that particular day.

### **Multi-Class Athletes**

These championships are open to Multi-Class swimmers who have a classification of some form – provisional, national or international.

Multi-Class 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.

The new S15, S18, and S19 classifications are welcome to compete in Multi-Class events. These new classes align with an alternative global pathway (i.e. outside of World Para Swimming) for those with the relevant impairment or diagnosis. For these championships they may enter any Multi-Class event on the schedule.

These alternative pathway classifications are:

- S15 – hearing impairment of at least 40dB (decibel) or greater in their better ear.
- S18 – Down Syndrome or intellectual impairment (S14) combined with a physical impairment.

- S19 – Autism diagnosis.

S18 and S19 are based on international classifications aligned to the Virtus pathway (along with S14/II1, however the classes internationally are known as II1/II2/II3).

S15 has an international pathway via the International Committee of Sports for the Deaf.

Heats and finals will only take place for each event on the event schedule.

The format for Multi-Class finals will be determined by the swimmers who achieve the eight highest points from the heats swims, based on the World Para Swimming points system and equivalent for the alternative pathway classifications using the meet software. To confirm, this means that swimmers of all classifications (S1-S19) will be vying for the top ten points totals to make the Multi-Class final.

Medals and club points will be distributed based on the World Para Swimming points system (similar to the percentage of the world record calculation) and equivalent for the alternative pathway classifications using the meet software of which results are final. To confirm, this means that one set of medals will be presented for each respective Multi-Class final.

If you have any questions regarding classification, please contact Disability and Para Swimming Participation Manager, Cameron Leslie, on [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz).

### **Relays**

Relays will be timed-finals with all timed-finals being swum at the end of the finals session. Relays will be swum as 13 – 14 years & 16 years and under. Medals will be awarded to the top 3 clubs.

Swimmers must be entered in individual events to be entered in relays. For selection purposes, relay teams can be entered by the National Selection Panel. Priority would be given to nationally selected teams over club teams.

The names of swimmers actually swimming on a relay must be submitted at least 60 minutes before the start of the session in which the event is to take place, in the order in which they are to swim. The names of swimmers in medley relay events must be listed for the respective strokes.



Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

Any regional or combined relay teams will be swum as exhibition swims only and will not be eligible for points or medals.

### Psych Sheets

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

Any corrections and changes to psych sheets are to be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) within 24 hours of the psych sheets being posted. 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.

### Printed Programme

All programmes will be published online, if you wish to have a printed copy these can be purchased via the link that will be added to the event page closer to the event. The cost for these will be \$25 which will cover all sessions. Pre-paid programmes will be available for each session during the warmup from the resolutions desk. Please note extra copies will not be printed and anyone requiring programmes will need to pre-order them by the end of the Team Managers meeting.

## Event Information

### Opening Hours

Pre-Meet	Morning	Afternoon
Sat 12 April	9am – 12pm	3pm – 6pm

Competition	Heats	Finals
Sun 13 April	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)
Mon 14 April	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)
Tues 15 April	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)
Wed 16 April	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)
Thurs 17 April	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)

Pool entry is free for training at these times. **Access will be through the main entrance of the pool for the pre-meet sessions.**

Clubs/regions that wish to train outside of these times will have to organise their own times with the pool and pay entry. Lanes should be booked in advance.

### Results

Swimming New Zealand will have live results via Swimify. The results for each event will be uploaded once the event has been signed off.

### Ticketing

Tickets	Heats	Finals
Adult	\$10*	\$15*
Child 5 & under	Free	Free

\*Please note prices listed above are exclusive of GST & Humanitix Processing Fees.

Spectator tickets will be available for purchase online via Humanitix from **Tuesday 4 March 2025 at 9.00am**. Please visit the event webpage for the link to purchase tickets, this will be available prior to tickets going on sale.

The spectator entrance is through the main pool reception area and signs will direct you around the back to the doors next to the grandstand. Please ensure you have your ticket ready to scan in.

### Livestreaming, Photography & Videography

All sessions at this competition 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 [events@swimming.org.nz](mailto:events@swimming.org.nz).

Anyone wishing to take photo, video and/or audio recordings at the championships need to request permission via emailing [events@swimming.org.nz](mailto:events@swimming.org.nz). The SNZ staff will, at their sole discretion, determine whether or not an item is intended for personal or club 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 poolside pop-up store. Find everything you need on their website.

### Parking



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

## Athlete Information

### Pool Access

#### **Swimmers**

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance from the main pool foyer **at the time listed those doors open.**

**Accreditation must be worn around the neck and presented to gain access.**

If you do not have a valid pass, you will be required to pay the appropriate admission fee. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth.

Any team manager, coach or swimmer who is caught giving their accreditation to somebody other than themselves, will have their accreditation removed for the remainder of the event.

### Warm-up Procedure

Date	Warm-Up Times
Sun 13 Apr	Heats: 7.00am – 8.20am Finals: 3.30pm – 4.45pm
Mon 14 Apr	Heats: 7.00am – 8.20am Finals: 3.30pm – 4.50pm
Tues 15 Apr	Heats: 7.00am – 8.20am Finals: 3.30pm – 4.50pm
Wed 16 Apr	Heats: 7.00am – 8.20am Finals: 3.30pm – 4.50pm
Thur 17 Apr	Heats: 7.00am – 8.20am Finals: 3.30pm – 4.50pm

Warm-up procedure – please follow the lane signage displayed during warm up. The 25m programmes pool will be open throughout the event for swimmers to warm up and swim down in.

### Athlete Seating

Seating will be available on pool deck and in the grandstand for swimmers, coaches and team managers. Please note that there will be a seating plan for this event. The seating plan will be available on the first day of competition and will be posted at the accreditation desk. There will also be labelled spectator seating area.

### 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

#### **Heats:**

Self-marshalling will be employed during all heat sessions. Swimmers are asked to be in the marshalling area 4 heats prior to their event. For all 50m events swimmers need to be in the marshalling area 6 heats prior to their event.

#### **Finals:**

Swimmers (including reserves) 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 room. All swimmers are required to marshal for relays. Swimsuits will be checked at marshalling for legality.

If a swimmer is not present at the time of their event being marshalled, the clerk of course will replace that swimmer with the reserved swimmer.

### Winner Interviews

Selected final winners in the evening sessions, as well as NZ age and open record breakers (including Multi-Class swimming records) during all sessions may be asked to complete a short interview at the conclusion of the race.

### Victory Ceremonies

Medals shall be awarded for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> New Zealanders in all events for each group – 13 years, 14 years, 15 years, 16 years and multi-class 13 – 18 years. Visitor medals will be awarded to any international competitor who places in the top 3.

The Victory Ceremony Timetable will be included in the finals programmes, and we will endeavour to run to this timetable. 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 possible.

Any swimmer who is late to the victory ceremony will not be allowed to join the medal podium late. Please ensure all swimmers are on time.

#### **Dress Standard for victory ceremonies:**

- Club or Regional t-shirt, jacket, or sweatshirt.
- Shorts/trousers/skirt must be worn
- Shoes must be worn.
- No Caps or Goggles.

Swimming NZ contract photographer(s) to take photos during the event and victory ceremonies. All photos taken by the official event photographer will be made available via a Drop Box link as soon as possible and in



the post-event wrap. Anyone taking photos in this area will be asked to leave immediately.

## Team Managers Information

### Accreditation

Clubs will need to complete the respective team managers form and annual coach accreditation form (July 2024 – June 2025) for team personnel who are attending the meet. Event passes will be allocated to clubs based on this information.

**Accreditation must be worn at all times, around the neck, to gain access to and remain on the pool deck.**

No accreditation no entry. Lost accreditation can be replaced at a cost of \$15.00 each.

Accreditation applications will not be accepted after the late application deadline.

Date	Deadline
Applications Open	18 February 2025
Applications Close	Mon 31 March at 11.59pm
Late Applications Close	Wed 2 April at 11.59pm

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

The late applications closing date above is the last date to apply for an accreditation. Any accreditation applied for past 02 April will not be accepted.

**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, as well as registered with Swim Coaches & Teachers of NZ Inc. Coaches are also required to have completed the respective online education modules.

Managers must be an active member on the Swimming New Zealand database. They can be registered as volunteer member and must have a Police Vetting check completed on their SNZ profile. They are not permitted to be undertaking any coaching on pool deck.

If you need to process or confirm your police check on the SNZ database, please email [policevetting@swimming.org.nz](mailto:policevetting@swimming.org.nz). Please note that police checks may take up to 28 working days, ensure you allow enough time to be approved before the event.

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.

Please note you will only hear back from Swimming New Zealand if there is an issue with your accreditation approval.

Any team manager, coach or swimmer who is caught giving their accreditation to somebody other than themselves, will have their accreditation removed for the remainder of the event.

Anyone without accreditation will need to purchase a spectator ticket.

### Accreditation Collection

Accreditations for each club can be collected by the team managers located at the swimmer's entrance from 4.00pm – 6.00pm on Saturday 12 April. These must be collected by team managers. Any other accreditations can be collected from 7:00am on Sunday 13 April at the swimmer's entrance.

**SNZ will not be providing lanyards in 2024. Please provide your own lanyards for your accreditation.**

### Pool Access

#### **Coaches & Team Managers:**

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance via the main pool entrance. Accreditation must be presented to gain access. If you do not have a valid pass, you will be required to pay the appropriate admission fee. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth located at the athlete entrance.

### Managers Meeting

There will be a compulsory team managers meeting held on Saturday 12 April at 5pm in the Heretaunga Room.

Team managers will be given a brief run-down of meet activities, expectations of swimmers and clubs and general delivery of the event.

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



If you are unable to attend the team managers meeting, please familiarise yourself with this document in detail and the pre-event information well.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting or by 5pm on Saturday 12 April prior to the start of the meet. Any withdrawals for session one submitted after this will incur a withdrawal fee.

Please note: withdrawals will not be accepted via email after 5pm Saturday 12 April.

For timed final events the SNZ Policy 008 will apply.  
*For timed-finals, withdrawals must be advised by the end of the session preceding the session with the timed final event.*

Withdrawals from evening final races will be required to be submitted 30 minutes from posting of event results online.

Any withdrawals after this 30-minute period will incur a \$50 fine.

### **Disqualifications**

Disqualifications will be posted online with the events results and displayed on the big screen at the completion of the race. The DQ form can be requested to view at the resolutions desk.

### **Protests**

Protests must be submitted to the referee, in writing, on the protest form by the team manager only within 30 minutes following the DQ result posting online. 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 Team Manager 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.

### **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.

Please do not place any banners over the poolside signage.

### **Event Communication**

During the meet SNZ may use WhatsApp to communicate to coaches and managers during the meet, please ensure your contact details are correct on your accreditation form if you wish to receive any messages. Numbers will not be added once the event has started.

### **Opening Ceremony**

An opening ceremony will be held at the start of Session 2 on Sunday 13 April starting at 4.50pm.



## Points & Awards

The following points system will be used for the 2025 Apollo Projects NZ Age Group Swimming Championships:

### Points for Age Finals (individual and relays)

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

### Points for Multi-Class 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 Age Club

Top Multi-Class Age Club

## Medical Information

Service	Address	Phone
Hawke's Bay Sports Medicine	HBRAC	06 870 7001
The Doctors Gascoigne	407 Gascoigne Street, Raureka	06 878 9978
Mahora Community Dental Clinic	806 Tawa Place, Mahora	06 873 4861
Mahora Pharmacy	907 Tomoana Road, Mahora	06 878 3666
TRG Imaging	HBRAC	06 873 1166
The Movement Co. Rehab & Performance	HBRAC	06 870 7001
Hawke's Bay Fallen Soldiers' Memorial Hospital	398 Omahu Road, Camberley	06 878 8109
Emergency – Fire, Police, Ambulance		111
AED	HBRAC	