

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
021 569 436
events@swimming.org.nz

Johnson Raela

SNZ Comms & Digital
021 027 17007
johnson@swimming.org.nz

Lesley Huckins

Technical Director
021 179 7693
huckins@xtra.co.nz

Venue Address

Sir Owen G Glenn National Aquatic Centre
14 Antares Place
Mairangi Bay
Auckland 0630

Parking

Parking is limited at the AUT Millennium facility. Please try and limit the number of vehicles you travel in to the meet.

Please note: Paid parking has been recently introduced at AUT Millennium, 90 minutes free with a cost of \$2.00 per hour thereafter. Additional parking information is on the [event webpage](#) or www.autmillennium.org.nz/parking.

For Bus and Public Transport information please visit the [Auckland Transport website](#).

Pool Access

Swimmers/Coaches/Team Managers:

Access to the pool for swimmers, coaches and managers will be through the far doors from 7:00am in the morning and 4:00pm for evening session.

Teams are to present their event pass to staff on entrance to the venue. If you do not have a valid pass you will be required to pay the appropriate admission fee.

Spectators:

Spectators will access the pool via the main entrance from 8:30am in the morning and 5:30pm for evening session.

*Please note – there will be a limited amount of spectator tickets due to the high number of participants.

Spectators are not permitted on pool deck. SNZ staff will also be monitoring this, if any spectators are seen to be on pool deck they will be moved to the spectator area.

Spectator Charges

Door Entry: \$5.00

Spectator tickets will be available for purchase online via [Eventbrite](#) and limited tickets will be available on the door subject to availability.

Session programmes will be available online via the [Event Page](#) or Meet Mobile, and will also be available for purchase for \$3 at the main entrance to the pool.

General Entry Information

Entry Deadline

TUESDAY 3 APRIL 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.

Age Groups

The New Zealand Age Group Championships shall be restricted to individual swimmers for the following age groups: 'Age' Category 12&13 years, 14 years, 15 years; 'Youth' Category 16 years, 17-18years.

Foreign Entries

Visitors will be able to submit entries using either the TM File or spreadsheet available on the event website. These need to be emailed to events@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.

There is no limit on international visitor's entries for timed finals but only two (2) international visitors may swim in the fastest timed final. Only three (3) international visitors may swim in the finals with a maximum of two (2) allowed to swim in any one final.

Entry Fees

Entry fees are \$17.50NZD per individual event and \$35.00NZD for relay events.

Entry fees must be paid prior to the start of the meet. If they have not been paid it could 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.

Qualification Criteria

Age as at 17 APRIL 2017.

The qualifying period is from **1 January 2017 to 1 April 2018.**

The qualifying times are 50m Long Course times. Qualifying times swum in pools other than 50m must be converted using the SNZ Conversions. Swimmers using converted times will not be seeded in the slowest heat. All swimmers shall only enter qualified events.

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](#).

Swimmers, who wish to enter 50m events, must have achieved a qualifying time in the 100m or 200m of the particular event and also achieved the published qualifying time for the 50m event. E.g. 50m Butterfly, the swimmer must have qualified in either the 100m or 200m Butterfly and achieved the 50m Butterfly qualifying time.

A swimmer that qualifies in the 200m IM event may enter one 50m event of their choice as long as they have achieved that 50m events qualifying time.

Relays

Relays will be swum as timed-finals with the fastest timed-final swum in the evening session. Relays will be swum in the 'Age' and 'Youth' categories. There shall be a maximum of 2 teams per club and 2 teams per zone in each relay.

Zonal relays will be held in the finals session of Day 1. **Each Zone will be asked to appoint a coordinator their teams and names are to be submitted to events@swimming.org.nz by Wednesday 11 April 2018.**

SNZ will provide zonal caps for each team which will be handed out at the Team Managers Meeting.

Psych Sheets

Preliminary Psych Sheets will be posted on the Swimming New Zealand website on **THURSDAY 5 APRIL 2018.**

Corrections and changes to psych sheets are to be sent to events@swimming.org.nz by **11.59pm SUNDAY 8 APRIL 2018.**

Final Psych Sheets will be posted on the Swimming New Zealand on **MONDAY 9 APRIL 2018.**

Finals

Finals will be swum as individual age groups for all ages in the 'Age' category (12&13, 14, 15 years). Finals for the 'Youth' category will be swum for the top 30 swimmers in this category with A, B and C Finals. Medals for the 'Youth' category however will be presented to the individual age groups of 16 year olds and 17-18 year olds.

For a C Final to occur in the 'Youth' category 40 or more swimmers must have swum in the heats, for a B Final to occur the number of swimmers competing in the heats needs to be 30 or more.

Medals

Medals shall be awarded for the 1st, 2nd and 3rd New Zealanders in all events.

For the 'Youth' Finals, medals will be given to 16 year olds and 17-18 year olds. Swims in the A final will take precedence over swims in the B Finals and C Finals. For example, if there is only one 16-year-old in the A-Final, one in the B-Final and one in the C-Final, the swimmer in the A-Final will receive the gold medal for the 16 year olds regardless of whether the other two swum faster. The swimmer in the B-Final will win the Silver medal regardless of whether the swimmer in the C-Final went faster.

If no swimmers from a specific age group make it into any of the finals or if less than 3 make it into the finals then the next medallist will be awarded a medal based on their fastest morning swim.

Withdrawals

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 Monday 16 April.

Withdrawals from finals at the NZ Age Group Championships need to be submitted within 30 minutes from posting of event results. Any competitor or team who withdraws from finals more than 30 minutes after the posting of the event results shall pay without excuse to SNZ a fee as determined by SNZ.

As some events are timed finals SNZ regulation 3 will apply.

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

Withdrawals for day two, three and four heat sessions 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 will need to complete the [coaches and managers form](#) on behalf of their coaches and managers who will be attending the meet.

Forms must be completed **Friday 6 April 2018 by 5:00pm. Late entries will not be accepted.** Event passes will be allocated to clubs 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. 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-meet training is as follows: **Monday 16 April 2018: 3.00pm – 7.00pm**

Collection of Packs

Packs for team can be collected by Regional and Club Team Managers from the front desk between **3.00pm – 5.00pm on Monday 16 April or at the Team Managers meeting.**

Team Managers Meeting

There will be a team manager meeting on **Monday 16 April at 5.00pm in the Commonwealth Room, AUT Millennium building.**

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 Age Group Championships. Swimmers will assemble behind the starting blocks 4 heats prior to their event. For all 50m events swimmers need to be behind the blocks 6 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, and there will be no rotation of seating during the championships. Clubs/Regions are asked to ensure that swimmers with allocated seating do not procure additional seats. Spectator seating is limited.

Session Programmes

Finals session programmes will be placed in regional boxes outside the Admin Room. Relay and Withdrawal forms will be available from here also. Session programme numbers are based on the regional coaches and managers form. If you require additional programmes these can be purchased from the front desk.

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 swimmers responsibility to be at marshalling at the appropriate time (i.e. 4 heats before a swimmers 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. Any swimmers without such documentation will not be permitted to swim.

Results

Results will be posted as soon as possible in the complex and on the SNZ website at the completion of each session. Results will be posted on notice boards outside the main changing rooms, upstairs in the hallway behind the grandstand and outside on the wall next to the entrance.

Swimming New Zealand will have live results via the SNZ website and Meet Mobile. The results for each event will be uploaded once the event has been signed off.

Disqualifications

Disqualifications will be announced and a copy of the DQ form put in the Regional Boxes.

Protest

Protests must be submitted to the referee, in writing, on the protest form by the team manager only within 30 minutes following the conclusion of the respective event. 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.

Victory Ceremonies

The Victory Ceremony Timetable will be included in the finals programmes and a music 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 possible.

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.

Merchandise

Merchandise 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 AON New Zealand National Age Group Championships. SNZ Reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

Certificates

Championship summary certificates to be presented to New Zealanders in all A-Finals including relays.

Officials Information

An officials meeting will be held on Tuesday 17 April starting at 8.30am in the athlete holding room. The Technical Director will conduct the meeting.

There will be breakfast for officials in the athlete holding room before the morning sessions between 7.30am and 8.30am.

Afternoon tea will be available each day between 4.30pm and 5.30pm in the athlete holding room.

No food will be served to officials during the sessions and we ask officials bring their own 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.

An Officials function will be held for official's, venue and time to be confirmed.