



# 2024 New Zealand Secondary School Swimming Championships

Thursday 25 July – Sunday 28 July 2024

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

## Event Information Booklet

### Contact Information

Events Manager

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

Updated: 18 June 2024

Version 2

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 any changes to the information outlined in this booklet.

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 New Zealand Secondary School Championships will run across 6 sessions and sees the best secondary school swimmers go head-to-head for the national title and the secondary schools seeking the top school title. This competition has a particular focus on enjoyment and pride in representing your school, with lots of relays on offer to promote team swimming as well as some fast swimming.

## **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 everyone provide the best sporting experience to their kids.

Check out our Parents & Whanau webpage for more info.

## **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 rules and regulations govern this competition.**

This meet is open to financial, registered (at the time of competition) Swimming New Zealand swimmers – as a school swimmer, club swimmer or competitive swimmer. Non-SNZ members can enter through the online entry form and SNZ will create a school membership on the SNZ database for these competitors based on the information provided. All participants must agree to comply with the SNZ rules and School Sport NZ eligibility.

The 2024 NZ Secondary School Swimming Championships is for year 9 to 13 students only and will be raced across Short Course (25m) format.

The age groups to be swum by both male and female are Para multi-classification 13 and over, 13 years, 14

years, 15 years, 16 years, 17 years and over. Students must be under 19 years of age on 1 January 2024. The competition is open to all schools in New Zealand with Year 9 - 13 students.

*Home schooled swimmers are eligible to participate as stipulated by School Sport NZ. Home schooled students would swim as a visitor and not be aligned with any school. The students would be eligible for visitor medals only. The parent of the student must complete the school approval form with the event organiser accepting full responsibility for their student including the event health and safety plans.*

## **Entry Deadline**

Entries	Timeline
Entries Open	Tues 28 May 2024
Individual Entries Close	Tues 9 July 2024 at 11.59pm
Relay Entries Close	Wed 10 July 2024 at 11.59pm

Late entries will be accepted for 24hrs, as per SNZ Policy 006. A \$50 (NZD) late entry fee will apply. Please email all late entries to [entries@swimming.org.nz](mailto:entries@swimming.org.nz)

## **Individual Entries**

Swimming New Zealand Members are to enter through the SNZ database via their SNZ Fast Lane page.

Non-SNZ members need to enter through the online entry form, the link will be provided on the event webpage. SNZ will create a school membership on the SNZ database for these competitors based on the information provided. All non-SNZ members from 2018 - 2023 now have a SNZ ID through entering in these years. If you are unsure of your login please contact [database@swimming.org.nz](mailto:database@swimming.org.nz).

Please find the non-SNZ member entry link on the event webpage

## **School Relays**

Schools will enter relays by submitting a relay entry form available on the event page of the SNZ website.

Please find the relay form link on the event webpage

## **School Confirmation**

All competitors will need to be approved by their school to compete. Schools will receive an email once entries have closed, but they can also check the entry by team





list once psych sheets are posted on the event webpage, asking them to confirm the student(s) attends their school and they are approved to compete at the event to be permitted to swim.

Please find the school approval form on the event webpage

### Entry Fees

Location	Individual Entry Fee	Relay Team Entry Fee
Student	\$15	\$35

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.

Schools will be invoiced by Swimming New Zealand for all relay entries, and the individual entry fees of those who are not entering via the database.

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

### Qualification Criteria

Age as at 25 July 2024

The qualifying period is from 1 January 2023 to 8 July 2024.

The qualifying times are 25m short course times. Qualifying times may be achieved as long course times converted

Individual entry times will be generated by the SNZ database – and can be from either designated or development meets. For non-SNZ members proof of times from their Regional Swimming Championships must be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz).

Performances from international, regional and local competitions not held within the database will not be eligible for use to enter this championship.

### Relays

Male and female relays will be swum as timed-finals and in the age groups Under 16 (15&U) and 16 & Over. Younger swimmers can swim in the older age group, but older swimmers cannot swim down.

If an Under 16 (15&U) swimmer swims in the older age group, they cannot also swim in the younger age group of that event.

Mixed relays will be swum in the same age groups and teams must consist of 50% male and 50% female swimmers. Points from these races will not count towards top school relay trophies.

### Skins Event

The 5 x 50m skins event won't receive entries. The fastest 10 athletes from the 100m IM for each of the skins age groups will form the field. We will spin the wheel prior to each leg of the skins competition to determine the swim stroke for that 50m effort. Two swimmers will be removed per leg until we have two swimmers in the 5<sup>th</sup> effort.

The male event will run in entirety, followed by the female event.

This event will be worth double points.

Please note that if you do not wish to swim in the Skins event, you must complete a withdrawal form within 30mins of swimming the 100m IM. No late withdrawals will be accepted.

### 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.

### Multi-Class Swimmers

These championships are open to Multi-Class and Para swimmers who have a classification of some form – provisional, national or international. Please note this includes S15, S18 and S19 classifications. To discuss the status of your classification, contact Disability & Para Swimming Participation Manager Cameron Leslie on [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz).

Medals 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 event



software of which results are final. To confirm, this means that one set of medals will be presented for each respective Multi-Class timed final.

There are no qualifying times for Multi-Class swimmers but you must have a time on the SNZ database.

Multi-Class swimmers are eligible for the following events: 50m for all strokes, 100m for all strokes excluding butterfly, 200m freestyle, 100m IM for all classifications.

For any questions regarding classification, please contact Cameron Leslie via email at [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz)

## Event Information

### Opening Hours

Competition	Morning	Afternoon
Thurs 25 July		14.45 (gates) 16.25 (comp)
Fri 26 July	7.15 (gates)	15.00 (gates)
	8.45 (comp)	16.25 (comp)
Sat 27 July	7.15 (gates)	15.00 (gates)
	8.40 (comp)	16.25 (comp)
Sun 28 July	7.15 (gates)	
	8.40 (comp)	

Schools and/or athletes that wish to train outside these times will have to organise their own times with the pool and pay entry.

### Results

Results will be posted online, Swimming New Zealand will have live results accessible via a link on the event webpage during competition. We encourage you to download the Swimify app to track the programme and results.

Individual results can also be found via the free Swimming New Zealand Mytogs app.

### Ticketing

Tickets	Morning	Afternoon
Adult	\$7.50	\$7.50
Child	\$7.50	\$7.50
Concession	\$7.50	\$7.50

A limited number of tickets will be available from Monday 24 June at 9am. Tickets will be available for purchase via Humanitix.

A ticket will permit entry into the public grandstand. A ticket holder is not permitted to enter pool deck without an accreditation pass. SNZ reserves the right to ask you to return to the public grandstand or to be removed from the venue.

### Spectator Entrance

The entrance will be via the event entry located next to the main entrance. Ticket scanners will be at the bottom of the stairs before accessing the grandstand.

### Livestreaming, Photography & Videography

Photos and videos will be taken throughout the competition. By entering, all athletes and spectators have agreed to allow still and moving images that have been taken by or recorded on behalf of SNZ may be used in any or all of the promotional, social and advertising material of SNZ or provided to any third party, including but not limited to SNZ partners and sponsors, for their reasonable use as they see fit.

This event may be livestreamed and your school may be filmed and/or interviewed and available on demand. If you wish to opt out, have any questions or wish to discuss this further, please contact [events@swimming.org.nz](mailto:events@swimming.org.nz) before close of entries. Swimming NZ adheres to the School Sport Charter for school events.

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 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 located in the SNZ boardroom alongside the grandstand. Find everything you need on their website.

### 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 introduced at AUT Millennium, please refer to their website and the signs upon arrival for more details about their parking.



## Athlete Information

### Pool Access

#### Swimmers

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance at the far end of the building, **at the time listed those gates 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 ticketing and accreditation booth located at the main entrance.

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
Thu 25 July	Morning: N/A
	Afternoon: 3pm – 4.10pm
Fri 26 July	Morning: 7.15am – 8.20am
	Afternoon: 3pm – 4.10pm
Sat 27 July	Morning: 7.15am – 8.25am
	Afternoon: 3pm – 4.10pm
Sun 28 July	Morning: 7.15am – 8.25am

Swimming New Zealand use a standard warm-up procedure for all national competitions. Please refer to the warm-up procedure document on the event webpage.

### Athlete Seating

Seating will be available on pool deck as well as in the grandstand. Please be respectful with the space your school uses and work with fellow schools to have a positive environment.

### 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.

### Meet Set-Up

The meet is short course (25m pool).  
All events are timed finals.

Events will be super seeded with the top 10 swimmers in each age group swimming together in the last timed finals for each respective event, all other swimmers will be rank seeded.

### Marshalling Process

Self-marshalling will be employed during all sessions of this event. Swimmers will assemble 4 heats prior to their event. For all 50m events swimmers need to be behind the blocks 6 heats prior to their event.

### Victory Ceremonies and Medals

Medals shall be awarded for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> placed swimmers for all age group and Para events.

The victory ceremony timetable will be included in the programme, 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.

Please make sure all swimmers are on time for their victory ceremony. Swimmers will not be allowed to walk on to the victory podium late and will have to collect their medal after the ceremony has ended.

### Dress Standard for victory ceremonies:

- School t-shirt, jacket or sweatshirt.
- Shorts, trousers or 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 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 in the event wrap via a Drop Box link. Anyone taking photos in this area will be asked to leave immediately.

## Team Manager Information

### Accreditation

Schools will need to complete the team managers form for team personnel who are attending the meet. Event passes will be allocated to schools based on this information.





Coaches will need to complete the annual coach accreditation form for the 2024-25 year – please note this will be the first national event in the new year so coaches will need to complete the form.

School teachers attending the event must have a valid clearance logged on the Teaching Council of Aotearoa website, which was suffice as the Police Vetting to gain accreditation at the event. School teachers will still need to apply for a team manager accreditation.

Any other coach or team manager attending the event must be police vetted by SNZ. If you do not have an approved police vetting in the SNZ database by the time of the event, you will not be issued with an accreditation.

Please find the form on our website and email [policevetting@swimming.org.nz](mailto:policevetting@swimming.org.nz) for any further questions you may have. Please note, police checks may take up to 6 weeks – allow enough time before the event to have these processed.

**Accreditation must be worn at all times, around the neck, to gain access to the pool.** No accreditation no entry. Lost accreditation can be replaced at a cost of \$15.00 each.

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

Date	Deadline
Applications Open	Tues 28 May 2024
Applications Close	Mon 8 July 2024 at 11.59pm
Late Applications Close	Wed 10 July 2024 at 11.59pm

No accreditations will be accepted after the late application closes.

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

**Please note:** late applications from the 9 – 10 July will incur a \$50 late fee for each individual. Accreditations will not be processed until the fee has been paid.

### 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.

Managers must be an active member on the Swimming New Zealand database or a registered school teacher. 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.

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.

### Accreditation Collection

Accreditations for each club can be collected by the team managers located at the swimmer's entrance from 2.30pm to 4pm on Thursday 25 July. Any other accreditation packs can be collected from the accreditation desk from 7.15am Friday 26 July.

Accreditation desk opening hours will be communicated in the pre-event information.

**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 rear competition events entrance. **Accreditation must be worn around the neck to gain access.** No accreditation = no entry.

Accreditations will be available for collection from the accreditation at the competition entrance from 2:30pm Thursday 25 July.

Lost accreditation can be replaced at a cost of \$15 each.

### Team Managers Meeting

There will be a Team Managers Meeting held at the venue on **Thursday 25 July at 3pm**. The location will be confirmed in the pre-event information.

It is compulsory that all Team Managers attend this meeting so that processes can be explained, accreditation handed out and any questions answered.



If you can't attend the meeting, please familiarise yourself with this document and the pre-event information.

### **Session Programmes**

All session programs will be published online via the LiveTiming website. Session one will be posted after the team managers meeting and all other sessions will be posted at the end of the previous session.

**There will be no printed programs for coaches or team managers.**

### **Event Communication**

During the meet SNZ may use the multi-txt system to communicate to coaches and managers during the meet, please ensure your contact details are correct when completing your accreditation application. Numbers will not be entered once the event has started.

### **Banner Placement**

Swimming New Zealand will have signage in and around the facility; this signage will take precedence over school banners. SNZ reserves the right to remove any banners that are not in appropriate areas or that conflict with event signage/sponsors.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting held prior to the start of the meet.

Any late withdrawals will see 25 points deducted from total points for schools as per Policy 008.

As all events are run as timed finals 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.*

All withdrawals via email after 3pm on Thursday 25 July, will be considered late and will incur a fee. All withdrawals will need to be either submitted at the team managers meeting or by the withdrawals form found at the resolution 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 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.

### **Opening Ceremony**

There will be an opening ceremony prior to the start of session two on Friday 26 July at 8.30am. Further details will be communicated closer to the time.



## Medal Ceremony Timetable

Day	Session	Medal Ceremony
Thursday 25 July	One	Presented at the conclusion of Session One
Friday 26 July	Two	Presented during and at the conclusion of Session Two
	Three	Presented during and at the conclusion of Session Three
Saturday 27 July	Four	Presented during and at the conclusion of Session Four
	Five	Presented during and at the conclusion of Session Five
Sunday 28 July	Six	Presented during and at the conclusion of Session Six

## Points

2024 NZ Secondary School Swimming Championship points are as follows:

### Age Group & Para Events

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

### Relay Events (not mixed relays)

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

- Trophies will be awarded to:
  - Top All Girls School
  - Top All Boys School
  - Top Co-Ed School
  - Top Para School
  - Boys Relay Trophy – overall relay points
  - Girls Relay Trophy – overall relay points

Note: Schools can only win the above Top School trophies based on their school type. i.e. A Co-Ed School cannot win either of the Top Girls or Top Boys School trophies.

## Medical Information

Service	Address	Phone
Northcare Accident and Medical	5 Home Place, Rosedale	09 479 7770
Tooth Doctor, Northcare	5 Home Place, Rosedale	09 414 7174
Northcare Pharmacy	5 Home Place, Rosedale	09 283 0945
X-Ray, Ascot Radiology	AUT Millennium	09 478 6640
Physio, Healthzone	AUT Millennium	09 477 2098
North Shore Hospital	Shakespeare Rd, Takapuna	09 486 8900
Emergency – Fire, Police, Ambulance		111
AED	NAC Control Pool / Ascot Radiology / Millennium Gym L1	