



HAWKES BAY REGIONAL  
AQUATIC CENTRE

**NAGS**  
Apollo  
PROJECTS

# 2023 Apollo Projects New Zealand Age Group Swimming Championships

**Wednesday 12 – Sunday 16 April 2023**

Hawkes Bay Regional Aquatic Centre  
42 Percival Road, Frimley, Hastings 4120

## Event Information Booklet

### Contact Information

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Event Manager

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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 swimmers from around the country go head-to-head for the national title in 13 to 16 year old age group. This is the pinnacle age group long course competition in New Zealand, and is a chance for the best age group swimmers from around the country to compete at the national level.

## **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](#)

## **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.

<b>Entries</b>	<b>Timeline</b>
Entries Open	27 February 9am
Individual Entries Close	Tues 28 March at 11.59pm
Relay Entries Close	Wed 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 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 30 April 2023.

The qualifying period is from 1st January 2022 to 28th March 2023.

Swimmers must be 13 years or above but under 19 years as of 30 April 2023.

The qualifying times are 50m long course times. Long course times as well as short course conversions can be used for qualification. For Para swimmers, please see section below. All swimmers shall only enter qualified events.

Only results from designated 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**

<b>Location</b>	<b>Individual Entry Fee</b>	<b>Relay Team Entry Fee</b>
Domestic	\$23	\$46
International	\$25	\$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 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 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 16 years and 17-18 years old. Para swimmer age group is 13 – 18 years.

### **Heats**

All heats will be seeded as reverse seeding. Where there are two or more heats, they shall be seeded with the first heat having the fastest swimmers, the heat following the first 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 SW Rule 3.1.2.

### **Finals**

Finals will be the top 10 swimmers and swum as individual age groups for all ages: 13 years, 14 years, 15 years, 16 years, 17-18 years and Para multi-classification 13 – 18 years.

### **Timed Finals**

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

## **Para Athletes**

The 2023 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.

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

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 Disability & 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 – 15years 16-18 years. 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 the swimmers swimming on a relay must be submitted at least 30 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 in order, of 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 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.

Corrections and changes to psych sheets are to be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) by 11.59pm April Monday 4th April 2023

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

Pre-Meet	Morning	Afternoon
Tues 11 Apr	9am – 12pm	2pm – 7pm

Competition	Heats	Finals
Wed 12 Apr	7.30 (gates)	16.00 (gates)
	9.10 (comp)	17.45 (comp)
Thurs 13 Apr	7.30 (gates)	16.00 (gates)
	9.10 (comp)	17.40 (comp)
Fri 14 Apr	7.30 (gates)	16.00 (gates)
	9.10 (comp)	17.40 (comp)
Sat 15 Apr	7.30 (gates)	16.00 (gates)
	9.10 (comp)	17.40 (comp)
Sun 16 Apr	7.30 (gates)	16.00 (gates)
	9.10 (comp)	17.40 (comp)

Pool entry is free for training at these times. **Access will be through the main entrance of the complex 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 the SNZ website and Live Timing. The results for each event will be uploaded once the event has been signed off. Individual results can also be found via the free Swimming NZ app MyTogs – [click here to download](#)

### Ticketing

Tickets	Heats	Finals
Adult	\$7.50	\$10
Child	\$7.50	\$10
Concession	\$7.50	\$10

Spectator tickets will be available for purchase online via Humanitix from **1 April 2023 at 9.00am**. Session programmes will be available online via the event webpage.

A link for tickets will be available on the event webpage closer to the event

## 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 poolside pop-up store. Find everything you need on their website [www.teamline.co.nz](http://www.teamline.co.nz)

### Parking

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

## Athlete Information

### Pool Access

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance which will be communicated closer to the time of the event, **at the time listed those gates open**. 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.

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**

A warm-up procedure document will be available on the event webpage, please refer to this document for warm-up guidelines.

<b>Date</b>	<b>Warm-Up Times</b>
Wed 12 Apr	Heats: 7.30am – 8.55am
	Finals: 4pm – 5.25pm
Thurs 13 Apr	Heats: 7.30am – 8.55am
	Finals: 4pm – 5.25pm
Fri 14 Apr	Heats: 7.30am – 8.55am
	Finals: 4pm – 5.25pm
Sat 15 Apr	Heats: 7.30am – 8.55am
	Finals: 4pm – 5.25pm
Sun 16 Apr	Heats: 7.30am – 8.55am
	Finals: 4pm – 5.25pm

## **Athlete Seating**

Seating will be available on pool deck for swimmers, coaches and team managers. Please note that there will be no allocated seating, other than the labelled spectator seats.

Clubs will not be able to reserve seating on pre-event warm up day and throughout the event. Any signs will be removed.

## **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 area. All swimmers are required to marshal for relays. Swimsuits will be checked at marshalling for legality.

If a swimmer is late to marshalling, the clerk of course will replace that swimmer with the

reserved.

## **Winner Interviews**

Selected final winners in the evening sessions, as well as NZ age and open record breakers (including Para 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 1st, 2nd and 3rd New Zealanders in all events for each group – 13 years, 14 years, 15 years, 16 years, 17/18 years and Para multi-classification 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 final's 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 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.

## **Team Managers Information**

### **Accreditation**

Clubs will need to complete the coaches and managers form for team personnel who are attending the meet. Event passes will be allocated to clubs based on this information.

Accreditation must always be worn, 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	February 1 <sup>st</sup> 2023
Applications Close	March 25 <sup>th</sup> at 11.59pm
Late Applications Close	March 27 <sup>th</sup> 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.

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.

If a coach or team manager does not hear back from SNZ regarding an accreditation, please assume you have been approved for this event.

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 and registered with Swim Coaches & Teacher of NZ Inc..

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 [henrietta@swimming.org.nz](mailto:henrietta@swimming.org.nz). Please note, 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.

If a coach or team manager does not hear back from SNZ regarding an accreditation application, please assume that your accreditation has been approved for this event.

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 an accreditation will need to purchase a spectator ticket.

### **Pool Access**

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

Access to the pool for all swimmers, coaches, and team managers is via the swimmer's entrance which will be communicated closer to the time. 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 Tuesday 11 April at 5pm via zoom. These details will be communicated closer to the time of the event.

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.

### **Accreditation Collection**

Accreditations for each club can be collected by the team managers located at the swimmer's entrance from 4pm to 6pm on Tuesday 11<sup>th</sup> April. These must be collected by team managers. Any other accreditation packs can be collected from 7:20am on Wednesday 12<sup>th</sup> April at the swimmer's entrance.

## **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting or by 5:30pm on Tuesday 11<sup>th</sup> 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 5:30pm Tuesday 11<sup>th</sup> 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.

## **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 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 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.

## **Session Programmes**

There will be no printed programs for this event. All session programs will be posted up online on the events webpage.

## **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.

## **Disqualifications**

Disqualifications will be posted online with the events results. A copy of the DQ form can be found at the resolutions desk.

## **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 2023 Apollo Projects NZ Age Group Swimming Championships:

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

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

### **Points for Para Finals**

<b>Place</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Points</b>	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

## **Medical Information**