



WELLINGTON REGIONAL
AQUATIC CENTRE

2023 Apollo Projects Division II Swimming Competition

Tuesday 16 – Saturday 20 May 2023

**Wellington Regional Aquatic Centre
Wellington**

Event Information Booklet

Contact Information

events@swimming.org.nz

Version 4

Updated: 4 May 2023

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.



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Purpose

The event sees age group swimmers aged 13 – 18 years have an opportunity to swim against other swimmers from around the country and a trip away as a club team. This competition has a fun element with an opportunity for swimmers to race at the end of the training cycle.

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 the kids.

Head to the Parents & Whanau webpage on our website for more information

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.

Entries	Timeline
Entries Open	15 March
Individual Entries Close	Tues 2 May at 11.59pm
Relay Entries Close	Wed 3 May 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 the Fast Lane page. A late entry fee will be applied in addition to individual entry fees.

Qualification Criteria

Age as of 30 April 2023.

The qualifying period is from 1 January 2022 to 2 May 2023.

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

The qualifying times are 25m short course times. Short course times as well as long course conversions can be used for qualification. All swimmers shall only enter qualified events.

Results only 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.

A swimmer who has qualified for or swum an event at either the 2023 Apollo Projects NZ Swimming Championships or the 2023 Apollo Projects NZ Age Group Swimming Championships is not eligible to enter that respective event at the 2023 Apollo Projects Division II Swimming Competition.

Entry Fees

Location	Individual Entry Fee	Relay Team Entry Fee
Domestic	\$16	\$30
International	\$20	\$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. 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 withdrawals before or during the meet. Refunds for any medical withdrawals can be considered if a signed doctor’s certificate is supplied.



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International Entries

Visitors will be able to submit entries using either a TM File or spreadsheet available on the event website. This needs to be emailed to 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.

Event Specifications

Age Groups

The age groups are restricted to 13 years, 14 years, 15 years and 16 – 18 years.

Heats

All heats will be seeded as per SW Rule 3.1.1.8. Where there are two or more heats, they shall be seeded with the last heat having the fastest swimmers, the heat preceding the last 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 8 swimmers and swum as age groups: 13 years, 14 years and 15 years. Ribbons will be awarded to 1st, 2nd and 3rd. A youth category of 16 – 18 years can have an A and B final.

B Finals will be swum when there are 30 or more swimmers that competed in the heats, with ribbons awarded for the A final only.

Timed Finals

The 400m IM, 400m free, 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 final's session of that particular day.

Para Athletes

The 2023 Apollo Projects Division II Swimming Competition will not have Para races as part of the event schedule. However, Para swimmers may compete if they achieve the qualifying times for each respective event.

If you have any questions regarding Para racing, please contact Disability & Para Swimming Participation Manager, Cameron Leslie, on 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 18 & under. Ribbons will be awarded to 1st, 2nd and 3rd.

Swimmers must be entered in individual events to be entered in relays.

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.

Regional relay teams will be able to enter a team as an exhibition race.

Please note: relay team swimmers must not have qualified or swum in any event at the 2023 Apollo Projects NZ Age Group Swimming Championships and/or the 2023 Apollo Projects NZ Swimming Championships. **Any team found in breach of this rule shall be disqualified.**

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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 by 11.59pm Sunday 7 May 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
Mon 15 May	n/a	3pm – 6pm

Competition	Heats	Finals
Tue 16 May	7.00 (gates)	16.00 (gates)
	8.40 (comp)	17.45 (comp)
Wed 17 May	7.00 (gates)	16.00 (gates)
	8.40 (comp)	17.40 (comp)
Thur 18 May	7.00 (gates)	16.00 (gates)
	8.40 (comp)	17.40 (comp)
Fri 19 May	7.00 (gates)	16.00 (gates)
	8.40 (comp)	17.40 (comp)
Sat 20 May	7.00 (gates)	15.00 (gates)
	8.40 (comp)	16.40 (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.

MyTogs

Results can also be found via the free Swimming NZ app – [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 **Saturday 6th May at 9.00am**. Session programmes will be available online via the event webpage. Spectator entry is via the event entry doors off Kilbirnie Road.

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

Livestreaming, Photography & Videography

This event will not 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.

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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

Parking

Parking is limited at Wellington Regional Aquatic Centre. Please try and limit the number of vehicles you travel in to the meet.

Athlete Information

Pool Access

Swimmers

Access to the pool for all swimmers, coaches, and team managers is via the event entry door off Kilbirnie Road, **at the time listed that 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.

Warm-up Procedure

Date	Warm-Up Times
Tue 16 May	Heats: 7am – 8.25am
	Finals: 4pm – 5.25pm
Wed 17 May	Heats: 7am – 8.25am
	Finals: 4pm – 5.25pm
Thurs 18 May	Heats: 7am – 8.25am
	Finals: 4pm – 5.25pm
Fri 19 May	Heats: 7am – 8.25am
	Finals: 4pm – 5.25pm
Sat 20 May	Heats: 7am – 8.25am
	Finals: 3pm – 4.25pm

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

Athlete Seating

There will be no seating plan for this event. Please be respectful of space.

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.

Winner Interviews

There won't be any scheduled winner interviews.

Victory Ceremonies

Ribbons shall be awarded for the 1st, 2nd and 3rd New Zealanders in all events for each group – 13 years, 14 years, 15 years and 16 – 18 years. Visitor ribbons will be awarded to any international competitor who places.

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 ribbon presentation for that event will take place as soon as possible.



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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.

There is to be strictly no photography on pool deck and the victory ceremony area, all photo's will be taken by the official event photographer and photo's 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 region 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.

Date	Deadline
Applications Open	15 Mar
Applications Close	5 May at 11.59pm
Late Applications Close	8 May 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: 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 Swimming New Zealand database, please email 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 Swimming New Zealand 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 event entry door off Kilbirnie Road, **15min prior to warm up starting**. 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.

Managers Meeting

There will be a compulsory team managers meeting held at 5pm on Monday 15 May in the spin studio room (marshalling room).



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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.

Event Packs

Team event packs can be collected from the ticketing and accreditation booth located at the swimmer's entrance on Monday 15th May from 4pm – 6pm, these must be collected by team managers. Any collections from Tuesday 16th onwards will be via the accreditation booth 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 Monday 15th May 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 Monday 15th May.

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 regional 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 Swimming New Zealand. If the protest is upheld the deposit will be returned.

Session Programmes

There will be one printed programme per club. This will be available at the resolutions desk. All sessions will be posted online the night before for morning sessions and after heats sessions commences for afternoon sessions.

Banner Placement

Swimming New Zealand will have signage at the event and will take precedence for position over regional and club banners. Swimming New Zealand reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

Opening Ceremony

An opening ceremony will be held at the start of Session 2 on Tuesday 16 May starting at 5.30pm.



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Themed Session

Circus Theme

To celebrate the competition, there will be a themed session on Saturday evening (session 10). There will be a march past at 5.30pm, with prizes awarded for best dressed. Please gather at the dive pool on pool deck.

Disqualifications

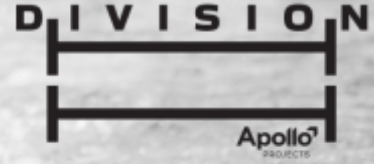
Disqualifications will be posted online with the event results. A copy of the DQ form can be found at the resolutions desk.

Event Communication

During the meet Swimming New Zealand may use the multi-txt system 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.



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Points & Awards

The following points system will be used for the 2023 Apollo Projects Division II Swimming Competition:

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

Trophies to be awarded

Top Club

Service	Address	Phone
Wellington Accident & Urgent Medical Centre	17 Adelaide Rd, Newton	04 384 4944
Real Dentistry	62 Rongotai Rd, Kilbirnie	04 387 9392
Life Pharmacy	26 Bay Rd, Kilbirnie	04 387 3939
X-Ray, Pacific Radiology	72 Kemp St, Kilbirnie	04 978 5500
Refresh Physio	70 Kilbirnie Cres, Kilbirnie	04 387 4936
Wellington Hospital	23 Mein St, Newtown	04 385 5999
Emergency – Fire, Police, Ambulance		111
AED	Wellington Regional Aquatic Centre	