



# 2024 Apollo Projects Division II Swimming Competition

**Tuesday 7 – Saturday 11 May 2024**

**Waterworld Te Rapa**  
Garnett Avenue, Forest Lake, Hamilton 3200

## Event Information Booklet

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

Updated: 2 February 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 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 age group swimmers aged 13+ 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.

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

Entries	Timeline
Entries Open	Tues 12 March 2024
Individual Entries Close	Tues 23 April at 11.59pm
Relay Entries Close	Wed 24 April 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 of 30 April 2024.**

The qualifying period is from 1 January 2023 to 22 April 2024.

Swimmers must be 13 years or above as of 30 April 2024.

The qualifying times are 25m short course times. Short course times as well as long course converted times can be used for qualification. 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.

A swimmer who has qualified for or swum an event at either the 2024 Apollo Projects NZ Swimming Championships or the 2024 Apollo Projects NZ Age Group Swimming Championships is not eligible to enter that respective event at the 2024 Apollo Projects Division II Swimming Competition. Please note this rule excludes Multi-Class swimmers who achieve the Div II qualifying times as an able-body swimmer.

## 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.

## 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](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.

## **Event Specifications**

### **Age Groups**

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

### **Heats**

All heats will be swum in the morning. 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 SNZ Rules.

### **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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. A youth category of 16+ 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**

This 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](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 & over. Ribbons will be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.

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: any swimmers who have entered individual events at the 2024 Apollo Projects Division II Swimming Competition will be permitted to swim in relay teams. We encourage every swimmer at the competition to participate in relay teams for their club.

## **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.

## **Online Program**

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 Information

### Opening Hours

Competition	Heats	Finals
Tue 7 May	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Wed 8 May	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Thurs 9 May	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Fri 10 May	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Sat 11 May	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)

Clubs/regions that wish to train outside of competition 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 **Monday 8 April 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

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.

### 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 Waterworld. 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, **at the time listed that 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 accreditation booth.

### Warm-up Procedure

Date	Warm-Up Times
Tue 7 May	Heats: 7am – 8.20am
	Finals: 3pm – 4.20pm
Wed 8 May	Heats: 7am – 8.20am
	Finals: 3pm – 4.20pm
Thurs 9 May	Heats: 7am – 8.20am
	Finals: 3pm – 4.20pm
Fri 10 May	Heats: 7am – 8.20am
	Finals: 3pm – 4.20pm
Sat 11 May	Heats: 7am – 8.20am
	Finals: 3pm – 4.20pm



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 and work with other clubs.

### **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+ 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.

#### **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.
- 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 in the event wrap via a Drop Box link. Anyone

taking photos in this area may be asked to leave immediately.

## **Team Managers Information**

### **Accreditation**

Clubs will need to complete the coaches (annual between July 2023 – June 2024) and managers application form 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.

Date	Deadline
Applications Open	Tues 12 March 2024
Applications Close	Mon 22 April at 11.59pm
Late Applications Close	Wed 24 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 the 24 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 and registered with Swim Coaches & Teacher 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 Swimming New Zealand database, please email [policevetting@swimming.org.nz](mailto:policevetting@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.

### **Accreditation Collection**

Team event packs can be collected from the ticketing and accreditation booth located at the swimmer's entrance on Monday 6 May from 4pm – 6pm, these must be collected by team managers. Any collections from Tuesday 7 May onwards will be via the accreditation booth at the swimmer's entrance.

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 event entry door **at the time listed for gates to 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.

### **Managers Meeting**

There will be a compulsory team managers meeting held at 5pm on Monday 6 May in the Waterworld programmes 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.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting or by 5:30pm on Monday 6 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 6 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 occur 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 Swimming New Zealand. If the protest is upheld the deposit will be returned.

### **Opening Ceremony**

An opening ceremony will be held at the start of Session 2 on Tuesday 7 May starting at 4.20pm.

### **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.

### Themed Session

#### **Magic Theme**

To celebrate the competition, there will be a themed session on Saturday evening (session 10). There will be a march past at 4.20pm, 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.

### Points & Awards

The following points system will be used for the 2024 Apollo Projects Division II Swimming Competition:

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

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

#### **Trophies to be awarded**

Top Club

## Medical Information

Service	Address	Phone
Anglesea Clinic Urgent Care	3 Thackeray St, Hamilton	07 858 0800
Hamilton Family Dental	1359 Victoria St, Beerescourt	07 214 5987
Vercoe Rd Pharmacy	35 Vercoe Rd, Beerescourt	07 849 3805
X-Ray, Pacific Radiology	6 Avalon Drive, Nawton	07 847 5753
Physio, Active +	543 Te Rapa Rd, Te Rapa	07 282 1624
Waikato Hospital	Pembroke St, Hamilton East	07 839 8899
Emergency – Fire, Police, Ambulance		111
AED	Waterworld Hamilton, Reception & outside Hydroslide	