



# **2024 Apollo Projects NZ Short Course Swimming Championships**

**Tuesday 20 – Saturday 24 August 2024**

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

## **Event Information Booklet**

### **Contact Information**

Event Manager

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

Updated: 29 September 2023

Version 1

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 short course title. This competition has a blend of age group and open age swimmers. This is the pinnacle short course event in New Zealand, and provides the best swimmers in New Zealand to compete at the national level. This event will also serve as the trial for the World Aquatics Short Course Championships later in the year.

## **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.

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

<b>Entries</b>	<b>Timeline</b>
Entries Open	Tues 25 June 2024

Individual Entries Close	Tues 6 Aug 2024 at 11.59pm
Relay Entries Close	Wed 7 Aug 2024 at 11.59pm

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.

## **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. Swimmers must be entered in an individual event to be able to participate in relay teams.

## **Qualification Criteria**

**Age as at 31 August 2024. Swimmers must be 13 years and above as of this date to be eligible for this meet.**

The qualifying period is from 1 January 2023 to 5 August 2024.

The qualifying times are 25m short course times. Short course times as well as long course converted times can be used for qualification – 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 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 per final (eg: 2 in A final and 2 in B final). 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 exception 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**

#### **Morning Sessions**

In the morning session there will be timed final races swum in the following age groups; 13 years, 14 years, 15 years, 16 years and 17 – 18 years, and 19 & over (open).

Para multi-classification events will be swum as open age group within the able-bodied morning heats. Multi-classification finals take place in the evening for all Para events.

The top 10 ranked swimmers in each age group will swim in the final heats of each event, all other swimmers will be rank seeded in combined age groups. Medals for age groups (13 – 18 years) will be determined from the heats in the morning.

### **Finals**

A, B and C Finals will be swum in the evening sessions and will consist of the top 30 swimmers from the morning session. C finals will only be swum when there are 40 or more swimmers that competed in the morning heats. B finals will only be swum when there are 30 – 39 swimmers in the morning heats.

### **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 finals session of that particular day.

### **Para Swimmers**

These championships are open to Para swimmers who have a classification of some form – provisional, national or international.

This includes those swimming in the new S15, S18, and S19 classifications. These new classes align with an alternative global pathway (i.e. outside of World Para Swimming) for those with the relevant impairment or diagnosis.

- S15 – hearing impairment of at least 40dB (decibel) or greater in their better ear.
- S18 – Down Syndrome or intellectual impairment (S14) combined with a physical impairment.
- S19 – Autism diagnosis.

These classifications will earn points for their clubs and go towards the Top Multi-Class Club trophy.

S18 and S19 are international classifications are aligned to the Virtus pathway (along with S14/II1, however the classes internationally are known as II1/II2/II3).

S15 has an international pathway via the International Committee of Sports for the Deaf.

All the new classifications are recognised in Swimming Australia events.

Para swimmers may meet the qualification times in either a short course or long course pool. However, no converted times are allowed – i.e. so long as the time is met the swimmer can enter that event. There is no qualifying time for the 100m IM but it is still able to be



entered. However, please ensure the swimmer can perform each stroke.

Heats and finals will take place for all events. The format for Multi-Class Finals will be confirmed in the pre-event information.

Some events are open only to those classifications which there is a global pathway for. If you are outside of those target classifications, please email [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz) to see if there is space to race as an exhibition swimmer. These additional races will only take place if 3 or more swimmers are entered, aligning with the pathway's global guidelines.

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. S15-S19 medals will be confirmed in the pre-event information.

Swimming NZ is wanting to grow Para swimmer's involvement in relays. The introduction of relays (listed below) will be exhibition swims, so **no club points or medals will be awarded**. S15-S19 swimmers can enter also.

Relays will be decided after entries close to try find the best way to allow swimmers to compete in the relevant relay team.

- 4 x 100m Freestyle Relay – MC (the following options swum together)
  - S14 Men
  - 34 Point Women
  - 34 Point Men
- 4 x 100m Medley Relay – MC (the following options swum together)
  - S14 Men
  - S14 Mixed
  - 34 Point Mixed

Please note with these relays being exhibition swims, you can be part of a relay team without swimming an individual event. If you would like to swim in a relay, please contact Cameron at [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz). A full list of eligible relays can be found within the Para swimming NZ records.

## Relays

Relays will be timed-finals with all timed-finals being swum at the end of the finals session. Relay events can be entered by a national selection team (for selection purposes – including Para swimming teams), a club team or a Para/regional/zonal team. Priority of selection to teams will be in that order. Medals will be awarded to the top 3 clubs.

## 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, but will be completed and updated on the SNZ event file and will be visible on the live timing site.

## Event Information

### Opening Hours

Pre-Meet	Morning	Afternoon
Mon 19 Aug	9am – 12pm	3pm – 6pm

Competition	Heats	Finals
Tues 20 Aug	7.00 (gates)	15.30 (gates)
	8.35 (comp)	17.00 (comp)
Wed 21 Aug	7.00 (gates)	15.30 (gates)
	8.35 (comp)	17.00 (comp)
Thurs 22 Aug	7.00 (gates)	15.30 (gates)
	8.35 (comp)	17.00 (comp)
Fri 23 Aug	7.00 (gates)	15.30 (gates)
	8.35 (comp)	17.00 (comp)
Sat 24 Aug	7.00 (gates)	15.30 (gates)
	8.35 (comp)	17.00 (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 only.**

Clubs/Regions that wish to train outside 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 the Swimify live-timing website and app. The results for each event will be uploaded once the event has been signed off.

## **Ticketing**

<b>Tickets</b>	<b>Heats</b>	<b>Finals</b>
Adult	\$7.50	\$10
Child	\$7.50	\$10
Concession	\$7.50	\$10

Spectator heat session tickets will be available for purchase online via Humanitix from **Monday 22 July at 9.00am.**

## **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**

All sessions at this event may be livestreamed.

Photos and videos will be taken throughout the competition. All athletes and spectators have agreed to allow photographs, videos, and audio recordings 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 store in the main pool foyer. 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, 90 minutes free with a cost of \$2.00 per hour thereafter. All day parking will cost \$10.00. Additional parking information at <http://autmillennium.org.nz/parking-information/>.

## **Opening Ceremony**

An opening ceremony will be held at the start of Session 2 on Tuesday 20th August starting at 5.30pm.

# **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**

<b>Date</b>	<b>Warm-Up Times</b>
Tues 20 Aug	Heats: 7am – 8.25am



	Finals: 3.30pm – 4.45pm
Wed 21 Aug	Heats: 7am – 8.25am
	Finals: 3.30pm – 4.45pm
Thurs 22 Aug	Heats: 7am – 8.25am
	Finals: 3.30pm – 4.45pm
Fri 23 Aug	Heats: 7am – 8.25am
	Finals: 3.30pm – 4.45pm
Sat 24 Aug	Heats: 7am – 8.25am
	Finals: 3.30pm – 4.45pm

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

### **Athlete Seating**

Seating will be available on pool deck and the grandstand for swimmers, coaches and team managers. Please note that there will be no allocated seating.

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

### **Winner Interviews**

All A final and Para multi-classification winners in the evening sessions may be asked to complete a short interview at the conclusion of the race, as well as potentially the Age, Para and Open Record breakers during all sessions.

### **Victory Ceremonies**

Medals shall be awarded for the 1st, 2nd and 3rd New Zealanders in all events for the age groups Para multi-classification 13 and over, 13 years, 14 years, 15 years, 16 years, 17 - 18 years and Open. Please note that the age group medals are determined from the swims in the morning. Visitor medals will be awarded to any international competitor who places.

The Victory Ceremony Timetable will be included in the finals programmes and event schedule, 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.

#### **Dress Standard for victory ceremonies:**

- Club or Regional t-shirt, jacket or sweatshirt.
- Pants or shorts 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 medal presentation area, all photos will be taken by the official event photographer and photos will be made available via Drop Box link as soon as possible. Anyone taking photos in this area will be asked to leave immediately.

## **Team Managers Information**

### **Accreditation**

Clubs will need to complete the respective team manager form and annual coach accreditation form (July 2024 – June 2025) for team personnel who are attending the meet. Event passes will be allocated to clubs based on this information.

Accreditation must be **worn, 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.

Accreditations will not be accepted after the late application deadline.

Date	Deadline
Applications Open	Tues 25 June 2024
Applications Close	Mon 5 August 2024 at 11.59pm



Late Applications Close	Wed 7 August 2024 at 11.59pm
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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 7 August 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, as well as registered with Swim Coaches & Teachers 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 SNZ database, please email [policevetting@swimming.org.nz](mailto:policevetting@swimming.org.nz). Please note that 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 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 4pm to 6pm on Monday 19 April. Any other accreditation packs can be collected from the accreditation desk from 7am on Tuesday 20 April.

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 swimmer's entrance. 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 ticketing and accreditation booth located at the main entrance.

### **Managers Meeting**

There will be a compulsory team managers meeting held on Monday 19 August at 5pm. The location will be confirmed in the pre-event information.

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 and the pre-event information as well.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted at the Team Managers meeting held the day



prior to the start of the meet. Any withdrawals for session one submitted after the meeting will incur a withdrawal fee.

As ALL events in all morning sessions 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.*

Withdrawals from evening final races will be required to be submitted 30 minutes from posting of event results. Any competitor or team who withdraws from finals after this time shall pay without excuse to SNZ a fee of \$50 (NZD) as per SNZ Policy 008.

### **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**

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.**

### **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 swimmer's responsibility to be at marshalling at the appropriate time (i.e. 4 or 6 heats before the scheduled race).

### **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 announced and 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 NZ Short Course Swimming Championships:

### **Points for Open 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

### **Age Group Timed Finals (13yrs, 14yrs, 15yrs, 16yrs, 17-18yrs)**

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

### **Para Open Finals**

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 Age Group Club  
 Top Multi-Class Club  
 Top Open Club

## **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	