



2024 Apollo Projects New Zealand Age Group Swimming Championships

Monday 15 – Friday 19 April 2024

Hawke's Bay Regional Aquatic Centre,
42 Percival Road, Frimley, Hastings

Event Information Booklet

Contact Information
Event Manager
events@swimming.org.nz

Update: 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 age group swimmers from around the country race for the national title in their respective age group (13 - 18 years). This is the pinnacle age group long course competition in NZ, 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.

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.

Entries	Timeline
Entries Open	Tues 20 February 2024
Individual Entries Close	Tues 2 April at 11:59pm
Relay Entries Close	Wed 3 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. A late entry fee will be applied in addition to individual entry fees.

Qualification Criteria

Age as at 30 April 2024.

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

Swimmers must be 13 years or above but under 19 years as of 30 April 2024.

The qualifying times are 50m long course times. Long course times as well as short course converted times can be used for qualification – please refer to the qualifying times document. 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

Location	Individual Entry Fee	Relay Team Entry Fee
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 withdraws 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 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 or 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. 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 fastest 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 Swimming NZ rules.

Finals

Championship 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 only the fastest timed final swum in the finals session of that particular day.

Para Athletes

These 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 awarded 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 and 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 13 – 15 years & 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 swimmers actually 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 for 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.

Any corrections and changes to psych sheets are to be sent to 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 Live Timing 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

Pre-Meet	Morning	Afternoon
Sun 14 April	9am – 12pm	3pm – 6pm

Competition	Heats	Finals
Mon 15 April	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Tues 16 April	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Wed 17 April	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Thurs 18 April	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)
Friday 19 April	7.00 (gates)	15.00 (gates)
	8.30 (comp)	16.30 (comp)

Pool entry is free for training at these times. **Access will be through the main entrance of the pool for the pre-meet sessions. All other sessions will be via the swimmer entrance.**

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.

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 18 March 2024 at 9.00am**. Session programmes will be available online via the event webpage. Please visit the event webpage for the link to purchase tickets, this will be available prior to tickets going on sale.

The spectator entrance is through the main pool reception area and signs will direct you around the back to the doors next to the grandstand. Please ensure you have your ticket ready to scan in.

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 events@swimming.org.nz.

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 the HBRAC facility. 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 swimmer's entrance from the main pool foyer **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 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

Date	Warm-Up Times
Mon 15 Apr	Heats: 7.15am – 8.20am
	Finals: 3.00pm – 4.15pm
Tues 16 Apr	Heats: 7.15am – 8.20am
	Finals: 3.00pm – 4.15pm
Wed 17 Apr	Heats: 7.15am – 8.20am
	Finals: 3.00pm – 4.15pm
Thurs 18 Apr	Heats: 7.15am – 8.20am
	Finals: 3.00pm – 4.15pm
Fri 19 Apr	Heats: 7.15am – 8.20am
	Finals: 3.00pm – 4.15pm

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

The 25m programmes pool will be open throughout the event for swimmers to warm up and swim down in.

Athlete Seating

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

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.

If a swimmer is not present at the time of their event being marshalled, the clerk of course will replace that

swimmer with the reserved swimmer.

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 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 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. All photos taken by the official event photographer will be made available via a Drop Box link as soon as possible and in the post-event wrap. Anyone taking photos in this area will be asked to leave immediately.

National Team Announcements

After the completion of the final session on Friday 19 April, SNZ will announce the 2024 Junior Pan Pacific Games team. All selected swimmers will need to be present for this announcement and will be required to take part in a team photo.



Team Managers Information

Accreditation

Clubs will need to complete the respective team managers form and annual coach accreditation form (July 2023 – June 2024) 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.

Accreditation applications will not be accepted after the late application deadline.

Date	Deadline
Applications Open	Tues 20 February
Applications Close	Mon 25 March at 11.59pm
Late Applications Close	Wed 27 March 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 27 March 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. 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 4.00pm – 6.00pm Sunday 14 April. These must be collected by team managers. Any other accreditation packs can be collected from 7:20am on Monday 15 April 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 swimmer's entrance which will be communicated in the pre-event information. 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 Sunday 14 April at 5pm in the Heretaunga 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.



If you are unable to attend the team managers meeting, please familiarise yourself with this document in detail and the pre-event information well.

Withdrawals

Withdrawals from events for session one will need to be submitted at the Team Managers meeting or by 5:30pm on Sunday 14 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 Sunday 14 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 result posting online. 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 programmes will be posted on the event webpage.

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.

Please do not place any banners over the poolside signage.

Disqualifications

Disqualifications will be posted online with the events results and displayed on the big screen at the completion of the race. The DQ form can be requested at the resolutions desk.

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 on your accreditation form if you wish to receive any messages. Numbers will not be added once the event has started.

Opening Ceremony

An opening ceremony will be held at the start of Session 2 on Monday 15 April starting at 5.30pm.



Points & Awards

The following points system will be used for the 2024 Apollo Projects NZ Age Group Swimming Championships:

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

Points for Para 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

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

Service	Address	Phone
Hawke's Bay Sports Medicine	HBRAC	06 870 7001
The Doctors Gascoigne	407 Gascoigne Street, Raureka	06 878 9978
Mahora Community Dental Clinic	806 Tawa Place, Mahora	06 873 4861
Mahora Pharmacy	907 Tomoana Road, Mahora	06 878 3666
TRG Imaging	HBRAC	06 873 1166
The Movement Co. Rehab & Performance	HBRAC	06 870 7001
Hawke's Bay Fallen Soldiers' Memorial Hospital	398 Omahu Road, Camberley	06 878 8109
Emergency – Fire, Police, Ambulance		111
AED	HBRAC	