

# **SWIMMING NELSON MARLBOROUGH INC.**

MINUTES OF BOARD MEETING  
7.00 pm Tuesday 10 June 2014  
Crowe Horwath Boardroom  
Richmond

**Present:** Phil, Sue, Brent, Jim, Hamish, John, Susie, Steve

**In attendance:** Margaret Young, Jos Pattison, Lindie Nelson (minutes)

1) WELCOME – Steve welcomed everyone to the meeting

2) APOLOGIES: Jos Pattison (lateness)

3) CONFIRMATION OF MINUTES OF LAST MEETINGS (13 May )

*Moved* that the minutes of the meeting of 13 May 2014 be approved as a true and correct record

Phil/John/carried

4) MATTERS ARISING FROM THE MINUTES

- Revised response from Lisa Dunn: Not received. Lindie to follow up, also ask about whether refund is coming through. Susie will inquire whether TSC wants an invoice.
- Phil confirmed that Ivan has been invited to be Meet Director at Winter Meet.

#### *Tasks from last meeting*

- Relay points: covered in Jim's report
- Draft proposal for split times for relays and long distance events (Jim) – carry forward
- AGM arrangements: Room booked, Margaret will organise catering
- Representative pockets – Susie waiting until we receive any nominations for awards
- SNZ Coaches meeting report – request sent but no reply. Hamish sent reminder yesterday but Andy in Australia
- Note re SNZ lack of communication regarding changes to meet schedule: Not raised at teleconference but email sent to SNZ Chair and CEO. No reply received.
- All other tasks completed.

5) SECRETARY'S REPORT

The Secretary's report was discussed. Murchison Swimming Club was congratulated on becoming an incorporated society.

Susie suggested SNM submit a comment on the SNZ Competition Review. Hamish noted the issues are:

- timing of the national meet is a moving target
- National swimming "season" disadvantages swimmers born in Jan-Apr – major events need to be 6 months apart not 14 weeks
- both SC and LC nationals are during school time: NAGs should be in the 1<sup>st</sup> School holidays – preferably 1<sup>st</sup> week
- Div2 should be SC so it can be held in regions (allows regional officials to gain experience)
- against 'demonstration' finals in SC Meet
- SNZ should offer South Island swimmers some form of subsidy for attending national events since these are all held in the North Island.

Hamish will prepare comments to SNZ.

*Moved* acceptance of Secretary report

John/Hamish/carried

6) TREASURER'S REPORT

Susie circulated the cash statement and draft annual income and expenditure report. There has been a big jump in entry fees received & event management costs due to SI events held in 2013-14. It was agreed to separate SI fees into separate code so that we can monitor growth in NM activity.

It was also noted that national entries expenses are much higher than last year. Susie will check cause. It may be due to timing issues, e.g. last year Div2 was very late.

Jim raised a question as to whether we should move our balance date. Brent noted that 30 April is a quiet time for NM events so we should retain this date.

*Moved* that the draft financial report be received

Susie/Jim/carried

7) REGISTRAR/RECORDS REPORT

Jim spoke to his circulated report. Jim has invited clubs to join him for the SNZ online webinar re new database. SNZ is implementing online meet entry. Jim expects this will enable a Club or region to create a meet, upload event file, and individuals do their entries online and make the payment. He is expecting it to be operative by 1 July. The cost is not known at this stage.

- Swimming Calendar 2014-15

Outstanding issues have been resolved by agreement among clubs.

*Moved* to approve

- a meet hosted by Nelson South on 16 August,
- a meet hosted by Blenheim on 11 October, and
- Tasman's requests for meets on 19 July (long distance, ASB), 6 December (Nayland), 7 March (Nayland) and 28-29 March (ASB)

Jim/Hamish/carried

- Blenheim requests

BSC needs to change some dates due lack of availability of the pool. There is no serious conflict with the proposed new dates.

*Moved* to approve change of dates for Blenheim meets to 14 Mar and 18 April

Jim/John/carried

- SIC&T

Jim noted that flier refers to 8 and 10 lanes in different places. This can be parked for now and resolved once we know what timing gear we will be using, which will determine number of lanes.

- Transfers

Two transfers have been approved by the Registrar.

- Relay points

Jim has drafted a remit for points to be awarded for relays at NM meets. However, this could disadvantage the smaller clubs for club trophies; Jim suggests that relay points not be counted for the YMCA trophy.

*Moved* that the Registrar, on behalf of SNM, submit a remit to the SNM AGM to amend the rules to provide that relays shall accrue points at the SNM Age Group Championships, with scoring the same as for individual events, except that relay points shall not count for the YMCA Cup

Jim/Susie/carried

- Winter meet

Arrangements are in progress. All the mixed events have been separated (as required). Hamish to provide comments on flier. Jim to send flier to Phil so he can book pool.

Moved to charge \$7 per event and if there is a cost to us or swimmers of the online entries that we add that to the entry fee Jim/Hamish/carried

Moved not to charge for relays Susie/Hamish/carried

Susie will prepare a budget for the winter meet.

- Records

Moved that the following records be confirmed as NM records:

Event	LC/ SC	Age Grp	M/ F	New time	Swimmer	Club	Previous record holder
50 Back	SC	16	F	31.04	Sally McMath	MARLG	Grace Woodall NZ Short Course 2012
100 Fly	SC	16	F	1:06.22	Sally McMath	MARLG	Sally McMath at Tasman March 2014
200 IM	SC	18	F	2:28.36	Madisen Stanley	NELCG	Megan Ramsay 2000
200 Back	SC	15	M	2:15.38	Thomas Heaton	GARIN	Thomas Heaton SNM Age Grps 2014

Jim/Phil/carried

Moved that the Registrar's report be accepted Jim/Phil/carried

8) PUBLICITY/COMMUNICATION REPORT

Jim reported a couple of articles were published on NM Secondary Schools Champs.

Moved to accept the publicity report Jim/Phil/carried

9) FUNDING REPORT

Sue noted that the caps have been ordered and will be ready in September, towels are being embroidered, and touch pads application was unsuccessful.

Moved that report be accepted Sue/John/carried

10) TECHNICAL

- Certification of chief timekeepers – carried forward

It was agreed that it would be useful to have certification for chief timekeepers since they are pivotal to the smooth running of meets. Steve will prepare notes for next meeting.

11) COACHING REPORT

- Contribution to cost of coaches attending SNZ Development Camp

The request from Nelson South was noted and Hamish has received a suggestion from Blenheim that the Coaches Fund be used to support costs of coaches attending development camps. Brent requested that any coach that received funding should circulate a report to all coaches.

Moved that we provide a contribution toward travel and accommodation costs for coaches attending SNZ Regional Age Groups Development Camps up to a maximum of \$200 per coach, provided they submit a meaningful report for the benefit of coaches in the region to be circulated through the SNM Secretary Hamish/Jim/carried

The Coaches Fund was established with profits from the combined meet run by Blenheim, Nelson (Tasman) & Nelson South. Lindie to write to 3 clubs explaining that we are using the funds from the combined meet.

Funding requests may be approved in advance but will only be paid after the event on production of receipts for actual expenses. Requests will be considered by Susie and Hamish.

## 12) GENERAL BUSINESS

- Strategic Plan, KPIs

Brent noted that the Board has prepared a Strategic Plan aligned with WOSP and suggested it be reviewed early in the term of each new SNM board. SNZ requires that we submit 5 KPIs for their approval, and Brent read the KPIs that the Board agreed at our strategic planning workshop and summarised the reasons for each KPI.

*Moved* to adopt a the strategic plan on the basis that it is a living document and will be reviewed by the new SNM Board Brent/John/carried

The strategic plan will not be sent to SNZ at this point—it is not due until the end of the year.

*Moved* to adopt the following KPIs and that these be submitted to SNZ:

1. To organise and approve the annual Nelson Marlborough swimming calendar incorporating National, South Island, Nelson Marlborough and club events. We will base the calendar on qualifying periods for higher level events to give our swimmers every possible chance of qualifying for higher events. Our calendar will provide regular opportunities for swimmers to compete against others of similar or greater ability.
2. To ensure that SNM has the resources and reserves to be consistently financially viable. We will operate at break even or better and develop a financial strategy to increase revenue and set financial reserve requirements.
3. To develop and implement a strategy to retain involvement by swimmers, especially targeting retention at stages of a swimmer's career when they often drop out.
4. To develop and implement a strategy to raise awareness of, and interest in competitive swimming within the wider Nelson Marlborough community as well as promoting our athletes.
5. To approve a strategic Plan which will include sound governance structures, processes and policies, and to self-review our effectiveness at least annually.

Brent/Jim/carried

The regional KPIs are to be approved by SNZ by end of June. Discussion is needed on the strategy for KPIs 2 & 3 – agreed to carry this forward until we hear back from SNZ.

- '50 members' issue

The SNZ Constitution says that clubs must have at least 50 members to be a member club of SNZ. We have advised SNZ that we will not be recommending adoption of regional constitution until this issue is fixed in the SNZ Constitution. A remit has been prepared and circulated to regions (cc to SNZ). Support from at least 4 other regions is required to get the remit considered at the SNZ AGM. Brent will try to phone key contacts to get support (before their Board meetings).

- Winter meet medals & award ceremony

It was confirmed that arrangements for medals and ribbons would be like last year. John noted that we will not need any more medals. Jim will send the flier to John.

- New medals

John has investigated options to purchase new medals:

- a) current supplier – cost is \$11/medal
- b) new supplier with similar medals
- c) new supplier with plan medals but SNM engraving

John suggested that the best option is to go with a local company that will source medals from China at \$3.87 + GST – includes freight, no set up costs. For an additional \$2 more can get a lanyard attached with SNM printed on it. John will bring a sample when available. Make a decision at that time.

- Policies – Regional relays & regional team manager

Drafts prepared by Jim and Hamish and circulated to all clubs -- only comment received was from Blenheim. Hamish suggested the Regional Team Manager responsibilities be treated as guidelines. The regional relays document would be treated as a policy and incorporated into the Standing Orders.

*Moved* that we adopt the policy and procedures for regional relay teams as a new SNM bylaw  
Jim/Hamish/carried

*Moved* that we adopt as a guideline for regional and club team managers at national and SI events the guidelines distributed for the meeting  
Jim/Phil/carried

The policy and guidelines are attached. Jim was thanked for his work on this.

- Management structure

Jim suggested that we look to a 6-member board and a 9-10 member management committee and use transitional time to get this into place. Hamish noted that we should consider getting at least 1 independent member from outside the sport. There was support for this concept. It was agreed that we should invite such a person to become a member of the Board at the next AGM. Brent will talk to Paul Rosanowski to get suggestions.

Brent advised that he will not be standing for the Board at the next AGM.

- Regional constitution

The regional constitution has been approved by SNZ and we must hold an SGM before the end of the year. At the suggestion of some regions, SNZ has indicated it may prepare an optional template for club constitutions.

- Touchpads

Phil noted we have a grant for \$20k, but are unlikely to get more. A strategy to get access to touchpads in this region would be to approach Canterbury West Coast about use of their mobile set, for a contribution from our funding. If Canterbury is amenable, we would need to go back to CCT to get permission to use the grant in this way.

Steve will talk to Wayne Rolleston of Canterbury West Coast regarding formal options for SNM to access (eg contribute to hardware/'part share') or hire touchpads for SI/NZ meets and NM meets.

Ideally, we would retain some CCT funds to purchase display boards. Steve described VMS boards – they cost USD8000 plus freight. Steve suggested Jim could send them a file to mock up our results so we can do a demo at a future meeting. John will look into LED/LCD options – he noted there are Chinese suppliers for 4-5k.

Our target would be to get something in place for the winter meet.

- Access to winter lane space

Sue noted that access to the LTS pool at ASB needs to be addressed at a Board level.

Agreed that Hamish, John and Sue will talk to Vaughan at CLM on behalf of SNM. Jos to email filter information to Hamish. If we get access would we use it this year? Hamish & John will check with their clubs. Still need to start the discussion now.

- Donation to NM Trust Fund

*Moved* that we contribute \$1000 from our operating surplus to Swimmer's Trust Fund for distribution in 2013-14  
Jim/John/carried

### 13) BOARD TIME

- Plant and equipment

Steve advised that he received a call tonight to request use of the starter system this weekend. 2 rechargeable batteries are missing. Jim noted that we should make the process clear to clubs. Expectations are: timing of request (1 week prior), requests to be sent to SNM Secretary, user will repair any damage/loss, and equipment will be returned promptly to Steve.

- Blue shirts

Steve has received a request for new officials to have blue shirts. Lindie to check minutes.

If someone leaves the sport we should request the shirt back.

### 14) Next meeting : Tues 8 July

#### *Agenda items*

- Options to increase revenue
- Profit sharing formula
- Officials blue shirts policy
- Strategy for KPI 3
- BSC remit for SNZ re subsidy for SI clubs to attend national meets that are always held in NI (Phil)
- Certification of chief timekeepers (Steve)

Meeting closed at 9.44 pm

#### **Tasks**

- Revised report from Lisa Dunn: Lindie to follow up
- Draft proposal for split times for relays and long distance events (Jim) – carry forward
- Susie to order representative pockets – waiting til received any nominations for SNM Awards
- Ask Andy for a report on SNZ Coaches meeting (Hamish) – follow up reminder Andy in Australia
- Comments to SNZ on Competition Review (Hamish)
- Winter meet flier: Hamish to provide comments, Jim to send to Phil
- Certification of chief timekeepers (Steve)
- Advise 3 clubs re use of Coaches Fund (Lindie)
- Phone key contacts for support of our remit to SNZ (Brent)
- Talk to Paul re suggestions for independent member of SNM Board (Brent)
- Talk to Wayne Rolleston regarding formal options for SNM to access touchpads (Steve)
- Investigate LED/LCD options for display boards (John)
- Talk to Vaughn about access to LTS pool at ASB (Hamish, John, Sue)

## **SNM policy and procedures for regional relay teams**

Approved 10 June 2014 and incorporated in SNM Standing Orders as SO 6

1. Swimming Nelson Marlborough seeks to maximise the opportunity for swimmers to compete in regional relays at New Zealand and South Island meets, as relays are an opportunity to compete as a team and build camaraderie between clubs.
2. This policy applies to regional relay teams at all swimming competitions where there is an opportunity to enter relay teams representing Swimming Nelson Marlborough.

### **Relay teams: Prior to the meet**

3. Club recorders, when submitting entries for a meet that includes regional relays, shall advise the SNM Registrar of any swimmers who do not wish to swim in regional relays or who will not be attending some sessions and are therefore not available to swim certain relays.
4. SNM will generally enter up to three relay teams per event provided there are sufficient swimmers of the correct age group and gender.
5. The SNM Registrar, or other person designated by SNM, will select swimmers to fill each relay team based on the fastest team that is eligible and available, as determined by the Registrar assisted by Team Manager software, except –
  - a. The Registrar may in some cases select a swimmer instead of a faster swimmer who is already entered in another relay in order to provide opportunity for as many swimmers as possible to compete in regional relays, provided doing so does not unduly jeopardise the chances of a team making a final or winning a medal.
  - b. The Registrar may choose not to select a swimmer eligible to “swim up” in an older age group, even if he or she would be the next fastest swimmer, if doing so would displace a swimmer in the higher age group or unduly jeopardise the chances of a team in the swimmer’s own age group.
6. The Registrar shall, if time allows, send a provisional list of all individual and relay entries to club recorders for confirmation.
7. Club recorders, upon receipt of the provisional list of entries, shall –
  - a. Confirm whether individual entries are correct;
  - b. Indicate any swimmers who are not available to swim in relays for which they have been selected; and
  - c. Advise the Registrar by the date requested of any corrections to entries and any swimmers not available to swim in relays for which they have been selected.
8. SNM shall pay the entry fees for all regional relay teams, i.e. teams swimming as SNM teams (not club relay teams). [Note: The policy of SNM paying for regional relay entries is subject to change, as SNM is reviewing its financial strategy.]
9. Clubs should make best endeavours to book accommodation close enough to the competition venue that travel time and distance are not a factor in deciding whether to compete in regional relays.

### **At the meet**

10. Swimmers who have been selected for a regional relay are expected to swim to their best ability in representing their club and region, and in support and respect for the other team members who have also been selected.

11. The Regional Team Manager has the ability and full discretion to adjust relay teams at the swimming meet in accordance with the rules of the meet. Before doing so, the Regional Team Manager shall consult with team managers, coaches and swimmers wherever possible.
12. Any swimmer who is experiencing medical or other issues that could jeopardise their own health or their ability to participate in a relay shall promptly notify their team manager and/or coach, who shall promptly advise the Regional Team Manager. Medical reasons for withdrawal are subject to confirmation by a medical certificate if requested.
13. If a swimmer withdraws from a relay for reasons other than medical reasons, and the Regional Team Manager decides the appropriate course of action is to withdraw (scratch) the relay entry, the club of the swimmer shall refund to SNM the cost of the entry and the fine (if any) for late scratching.
14. The circumstances of any regional relay withdrawal should be included in the regional manager's report to the next SNM board meeting.

# **SNM guidelines on regional team manager and club manager responsibilities**

Approved by the SNM Board on 10 June 2014

## **Regional Team Manager Responsibilities**

### **General**

- A Regional Team Manager is assigned for all National and South Island swim meets. The Regional Team Manager has oversight of the regional team and ensures that managers, coaches and swimmers are kept well informed of any changes in meet requirements, delays, rules etc.
- The Regional Team Manager is also the primary line of communication between the regional team and the meet director, meet recorder and other officials.
- The Regional Team Manager needs to be at the pool 1 hour before the first race for each session until the last swimmer has raced. This is to be available for withdrawals or other issues that require approval from the meet director. (E.g., injuries can occur at warm up, relay teams may need altering, swimmers may make a final that they do not want to swim.)
- The Regional Team Manager should be familiar with the swimmers, coaches and team managers and ensure they understand the regional and club manager's responsibilities, e.g. any issues with swimmers or team, withdrawals (when they are due with you), medical issues (e.g. injuries, medication, strapping). Strapping only needs to be approved by the Meet Director once for any given swimmer.

### **Regional relay teams**

- The SNM Registrar will select swimmers for regional relay teams and get club recorders to confirm swimmers' availability for selection prior to submitting entries. The Registrar may seek the Regional Team Manager's assistance in making selections.
- The Regional Team Manager should ensure club managers are aware of their swimmers' regional relay commitments.
- The Regional Team Manager has the ability and full discretion to adjust relay teams at the meet in accordance with the rules of the meet. This may be necessary if swimmers have to withdraw for health or injury reasons – or if a faster combination is agreed upon with coaches. Before making changes, the Regional Team Manager shall consult with team managers, coaches and swimmers wherever possible.
- Be aware of the deadline for submitting changes to relay teams (usually 30 minutes before start of the session).
- The Regional Team Manager is responsible for ensuring that regional relay teams are marshaled on time, ready to be called for their relay.

### **Withdrawals**

- Make sure you know the withdrawal rules (usually listed in the flier, e.g. withdrawals must be in before the end of the previous session; money back only with med cert). Withdrawals must be approved by coach and the form signed by the Regional Team Manager.
- Don't let swimmers come directly to you for withdrawals. Send them to their coach and get them to complete the form that you then sign and hand in at the recorders table.
- Go to the Meet Director if an exemption from a fine is sought. This can be \$20-\$50

if swimmers don't turn up for a final race and haven't notified the recorders table.

## **Disqualifications**

- The Regional Team Manager is responsible for collecting disqualification notices (DQs) and deciding whether to appeal DQs of SNM swimmers. DQs are often announced by event, heat number and lane and must be collected from the recorders table, and there is only 30 minutes from time of the notice to lodge an appeal.
- While it is the primary responsibility of coaches and team managers to watch races for possible DQs, the Regional Team Manager should also watch races where possible so that, should a DQ be issued, there is more than one view of what actually occurred. For this reason, it is helpful if the Regional Team Manager is a qualified official.
- If a coach or team manager considers that a DQ has been wrongly issued and wants to appeal, this must be discussed with the Regional Team Manager as s/he must lodge any appeal on behalf of clubs from our region.
- Appeals must be accompanied by a \$50 bond, which is returned if the appeal is upheld but otherwise forfeit. The bond is the responsibility of a swimmer's club except for regional relays, in which case the region will cover the cost.
- Some of the issues to watch for include DQs issued for the wrong lane and for swimmers not being present at marshalling when in fact they were present and not called.

## **Programmes, notices etc**

- At the beginning of each session, collect results from previous session, programmes for the new session and any notices. There should be enough programmes to cover officials in the team. Distribute one program to each assigned manager and coach from each club.
- Marshalling: this is the club team manager responsibility but keep an oversight and tick off as you see swimmers go, especially if you have clubs that are new to bigger meets.
- Make sure everyone is drinking regularly and eating appropriately.
- Attend all meetings of Regional Team Managers, which are usually at the beginning of the session. Check the meet info sheet and listen for announcements during the meet. Report back to all NM clubs team managers.
- Know when the medal ceremonies are. Check the finals sheets as they are posted to see who is getting medals. Again, this is a club team manager and swimmer responsibility, but the Regional Team Manager should help keep an eye on this.
- If required, assist club managers to manage behaviour. Most swimmers are really good when away, but there are poolside rules to be followed.
- If there are heats and finals, ensure all swimmers are aware of any finals they are in and follow the rules as set out in programme for any withdrawals (usually within 30 minutes of being posted, so need to keep an eye on this).

## **Pastoral care of swimmers**

- The Regional Team Manager is responsible for ensuring appropriate pastoral care is provided by the swimmers' parents – or in their absence by the club manager and coach. In the absence of all three, this responsibility lies with the Regional Team Manager.
- It is imperative that all health and well-being issues are known prior to the swim

meet and that issues that arise are handled sympathetically with care and understanding. Swimmers work incredibly hard to get to the swim meets, they have significant goals and can get very upset when injury or health and wellbeing issues interfere.

**Pastoral care of swimmers – regional vs club responsibilities**

15. Pastoral care of swimmers who are not accompanied by a parent or legal guardian rests, in the first instance, with the team manager for the swimmer's club.
16. If a swimmer attending a meet is not accompanied by a parent or legal guardian nor by a team manager or coach from their own club, the swimmer's parent shall arrange with a team manager from another club to act as team manager for their swimmer.
17. If an issue arises and neither a responsible parent nor team manager is available, the Regional Team Manager shall be responsible for pastoral care of the swimmer concerned until such time as a parent or the team manager can assume responsibility.
18. Pastoral care of swimmers shall follow the principle of "in loco parentis" – those responsible for pastoral care have a duty of care to act as if the swimmer were their own child.

## **Club Team Manager Responsibilities**

### **Care of swimmers**

- In the absence of a swimmer's parents or legal guardian, the club manager has the primary responsibility for pastoral care.
- It is imperative that the club team manager is aware of all health and well-being issues prior to the swim meet and that issues that arise are handled sympathetically with care and understanding. Swimmers work incredibly hard to get to the swim meets; they have significant goals and can get very upset when injury or health and well-being issues interfere.
- Ensure all swimmers are fed and watered before they arrive at the pool. A good breakfast is important. Swimmers should be ready for warm-up with cap and goggles and report to the coach on time.
- Ensure all swimmers have water and something to eat during the session.
- Ensure all have their team uniform. Have spare caps for breakages.
- Be aware of any swimmer with a medical condition e.g. asthma. Ensure they have their meds with them.
- Send any swimmer with strapping to regional team manager who will get it approved by the Meet Director
- Pickup race packs from the recorders table and distribute entry passes to swimmers and officials.
- Ensure swimmers stay warm.
- Manage behaviour. Most swimmers are really good when away, but there are poolside rules to be followed.
- Main thing is, check everyone is okay and enjoying themselves! Emotions can be very topsy turvy at a meet where swimmers have high expectations of themselves!
- And enjoy yourself, too!

### **Marshalling, relays and medal ceremonies**

- Mark session programme by highlighting all your club swimmers at beginning of each session. Count heats back (10 heats for 50m events and 5 heats during longer events) and mark the programme to indicate who is due to go to marshaling at that time. Swimmers may self-manage this process – however delays can occur (or events can run ahead of the programmed time) and it is the club manager's role to ensure the swimmers are aware of their time to marshal.
- When swimmers are due for marshaling, make sure they have a drink and send them to see the coach before going to marshaling. On their return, they talk to the coach and then have a warm down and something to eat.
- Organise relays well in advance. Swimmers need to be aware at the start of the swim meet what sessions they are required for Club AND Regional Relays. Swimmers and Coaches will already be aware of this as they will have approved the entry of the swimmers into the relays – however swimmers can forget and leave the premises, which can result in costly penalties.
- Know when the medal ceremonies are, and check the finals sheets as they are posted to see who is getting medals. Ensure the swimmers receiving medals are in correct club attire. (At national meets, no one is permitted to appear togs-only on a medal dais – ever!)

### **Withdrawals and DQs**

- Withdrawals must be approved by the coach. Once coach has confirmed, complete

the withdrawal form and hand to Regional Team Manager to get to the recorders table on time (see rules of the meet about this). Late withdrawals can incur penalties (\$50 at National and South Island meets).

- Listen for and ensure DQ's are collected. They often announce the event, heat number and lane and you collect from the recorders table. Each meet will be a little different – the Regional Team Manager may be required to collect DQs at some meets. Local meets tend to deliver DQ's to you!
- The primary responsibility for watching swimmers for possible DQs rests with the coach and club team manager. If you consider that a DQ has been wrongly issued and want to consider lodging an appeal, this must be discussed with the Regional Team Manager as s/he must lodge any appeal on behalf of clubs from our region. Appeals must be accompanied by a \$50 bond, which is returned if the appeal is upheld but otherwise forfeit. The bond is the responsibility of a swimmer's club except for regional relays, in which case the region will cover the cost.
- If there are heats and finals, ensure all swimmers are aware if they are in finals and follow the rules as set out in programme for any withdrawals (usually within 30 minutes of being posted, so keep an eye on this).