



# 2024 Apollo Projects New Zealand Swimming Championships

Tuesday 9<sup>th</sup> – Saturday 13<sup>th</sup> April 2024

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

## 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 title. It is also the pinnacle long course racing opportunity within New Zealand, so the best from New Zealand will compete on the national stage.

## 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.

Learn more on the Parents and Whanau webpage on the Swimming New Zealand website.

## 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 13 <sup>th</sup> February 2024
Individual Entries Close	Tues 26 <sup>th</sup> March at 11:59pm
Relay Entries Close	Wed 27 <sup>th</sup> March 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. Must be 13+ years**

The qualifying period is from 1<sup>st</sup> May 2023 to 25<sup>th</sup> March 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 see the qualifying times document for the respective times. 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 SNZ.

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 need 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.



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 their entry process.

## Event Specifications

### Heats

Heats will be swum in the morning sessions.

### Finals

Both A & B finals will be swum for all 50m, 100m, 200m and 400m events.

Final	Swimmers
A Final	8 fastest
B Final	9 – 16 fastest (held if 20 swims in heats)

The open championship placings will be determined from the A final. B finals will not score points at this championship. **Please note that the B Finals will be swum prior to the A Finals.** All A and B final swimmers will be marshalled at the same time.

### Timed Finals

The 800m and 1500m Freestyle 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 day.

### Para Athletes

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 III/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.

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

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.

For a full list of Paralympic events (from Tokyo 2020) see the events page [here](#) or refer to the highlighted events in the qualifying times document.

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.

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

There will be the following relays in this year's schedule:

- 4 x 200 Free (male & female)
- 4 x 100 Mixed Medley
- 4 x 100 Mixed Freestyle
- 4 x 100 Free (male & female)
- 4 x 100 Medley (male & female)



Relays will be timed-finals with all timed-finals being swum at the end of the final's 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.

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](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.

### **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**

Pre-Meet	Morning	Afternoon
Mon 8 April	9am – 12pm	3pm – 6pm

Competition	Heats	Finals
Tues 9 April	8.00 (gates)	15.30 (gates)
	10.00 (comp)	17.40 (comp)
Wed 10 April	8.00 (gates)	15.30 (gates)
	10.00 (comp)	17.40 (comp)
Thurs 11 April	8.00 (gates)	15.30 (gates)
	10.00 (comp)	17.40 (comp)
Fri 12 April	8.00 (gates)	15.30 (gates)
	10.00 (comp)	17.40 (comp)
Sat 13 April	8.00 (gates)	15.30 (gates)
	10.00 (comp)	17.40 (comp)

Pool entry is free for training at these times. **Access will be through the main entrance of the complex for the pre-meet sessions 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 NZ 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 swimmer's 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 on the event webpage. Session programmes will be available online via the event webpage.

A link for tickets will be available on the event webpage well before the time of the event.

### **Spectator Entrance**

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. More details will be released closer to the event date.

Photos and videos will be taken throughout the competition. All athletes and spectators have agreed to allow livestream, 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.



### Teamline

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 located at the venue. Find everything you need on their website.

### Parking

Parking is limited at Hawke's Bay Regional Aquatic Centre. Please try and limit the number of vehicles you travel into the meet.

## Athlete Information

### Pool Access

#### **Swimmers**

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance through the main reception area, 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

Date	Warm-Up Times
Tues 9 April	Heats: 8.00am – 9.45am
	Finals: 3.30pm – 5.20pm
Wed 10 April	Heats: 8.00am – 9.45am
	Finals: 3.30pm – 5.25pm
Thurs 11 April	Heats: 8.00am – 9.45am
	Finals: 3:30pm – 5.25pm
Fri 12 April	Heats: 8.00am – 9.45am
	Finals: 3.30pm – 5.25pm
Sat 13 April	Heats: 8:00am – 9:45am
	Finals: 3:30pm – 5:25pm

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

The 25m programme 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 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

area. 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 reserve swimmer.

### Winner Interviews

All A final and Para multi-class winners in the evening sessions, as well as NZ Para and Open Record breakers 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. Visitor medals will be awarded to any international competitor who places.

The victory ceremony timetable will be included in the programme, 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.

The Victory Ceremony will take place after the following B final of the next event throughout the final's session. Any swimmer who is late to the victory ceremony will not be allowed to join the medal podium. Your medal can be collected after the ceremony. Please ensure your 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 so there is to be strictly no photography on pool deck and the victory ceremony area. All photos taken by the official event photographer will be made available in the event wrap via a Drop Box link. Anyone taking photos in this area will be asked to leave immediately.

### National Standards Celebration

After the completion of session 10, Swimming New Zealand will announce the swimmers who have met the selection criteria for the 2024 Olympic and Paralympic teams. All swimmers announced will need to be present for this announcement and will be required to take part in a group photo.

## 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.

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

Date	Deadline
Applications Open	Tues 13 <sup>th</sup> February 2024
Applications Close	Mon March 25 <sup>th</sup> at 11.59pm
Late Applications Close	Wed March 27 <sup>th</sup> 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 after the late application closing date will not receive an accreditation.

**Please note:** late applications will incur a \$50 late fee for each individual

### Accreditation Criteria

Coaches must be registered with Swimming New Zealand under the member category 'Coach' and must

be showing as financial and active in the Swimming New Zealand database and registered with Swim Coaches & Teacher of NZ Inc. 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, 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 an 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 8 April. Any other accreditation packs can be collected from the accreditation desk from 8am Tuesday 9 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 at the front entrance of the building. **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 located at the athlete entrance during opening hours.

If a coach or team manager is seen to be using somebody else's accreditation, this accreditation will be removed for the remainder of the event.

### **Managers Meeting**

There will be a team manager meeting held Monday 8 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 should have at least one representative at the meeting to ensure all information is delivered back to the swimmers. If you are unable to attend, please familiarise yourself with this document and the pre-event information.

### **Withdrawals**

Withdrawals from events for session one will need to be submitted via email by 5pm or at the Team Managers meeting being held at 5pm on Monday 8 April. Any withdrawals for session one submitted after this will incur a withdrawal fee.

Any further withdrawals for sessions 2 - 10 will not be accepted via email after 5pm Monday 8 April. Withdrawals need to be made via a withdrawals form which can be found at the resolutions desk. Withdrawals via email will be considered late and will occur a late withdrawal fine.

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 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.

### **Opening Ceremony**

An opening ceremony will be held at the start of Session 2 on Tuesday 9 April starting at 5.30pm.

### **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 and displayed on the big screen at the completion of the race. A copy of the DQ form can be requested from the resolutions desk.



## Points & Awards

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

### Points for Open Finals (individual and relays)

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

### Points for Para Open Finals

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

## Trophies to be awarded

Harold Pettit Trophy – Most Outstanding Individual Performance  
 Darmstadt Trophy – Men's 100m Freestyle Champion  
 South Australian Trophy – Women's 100m Freestyle Champion  
 Stalag Shield – Men's 4 x 100m Freestyle Champion  
 Stalag Shield – Women's 4 x 100m Freestyle Champion  
 Yaldhurst Shield – Top Region  
 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 Omaha Road, Camberley	06 878 8109
Emergency – Fire, Police, Ambulance		111
AED	HBRAC	