



# 2012

# Handbook

# Swimming

# WELLINGTON

Website: [www.swimwn.co.nz](http://www.swimwn.co.nz)





# SWIM T3

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**Tel: 04 385 0362 – Fax: 04 385 0386**

**[wellington@swimt3.co.nz](mailto:wellington@swimt3.co.nz)**

**[www.swimt3.co.nz](http://www.swimt3.co.nz)**

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# Swimming

## WELLINGTON

*This booklet is to be used as a guide only. The information is as accurate as possible when going to print but may change. Please check with your Club Race Secretary, Wellington website [www.swimwn.co.nz](http://www.swimwn.co.nz) or the Operations Manager [Operations@swimwn.co.nz](mailto:Operations@swimwn.co.nz) for up to date information.*

## BOARD

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Joan Matson	Bill Matson ONZM
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### Office Information

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**Swimming**  
WELLINGTON

## CLUB CONTACTS

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**Swimming**  
WELLINGTON

## **TYPES OF MEETS**

### **ZONE**

The Gold Coast Zone is for the clubs **north of Johnsonville**.

### **SIGNATURE MEETS**

*Signature Meets are organised by individual clubs with the templates set by Swimming Wellington to give a good range of events on the meets.*

### **CLUB LEAGUE**

Club League is designed as a Club Team competition, not as an individual competition. The aim is to encourage swimmers with lesser experience to swim competitively and to swim for their Club as part of a team. This event takes on a new look this year with changes being advertised shortly.

### **SELECTED MEETS**

#### **Fairbrother Cup, Wairarapa –**

A competition for swimmers 14 years and under between Wellington, Wairarapa and Manawatu who haven't qualified for NAGS. The meet is traditionally held in the Wairarapa.

#### **6 Centre Meet, Manawatu**

A competition for all ages between Wairarapa, Manawatu, Wellington, Taranaki, Hawkes Bay and Wanganui.

### **NATIONAL MEETS**

#### **NZ Open Water Championships – Lake Taupo, 14 - 15 January, 2012**

Qualifying criteria required – please read meet conditions on the SNZ website.

#### **NZ Junior Nationals - Auckland/Wellington – 18-19 February, 2012**

For swimmers 12 & under. The meet is run simultaneously in Hamilton, Wellington and Christchurch. All three regions results are collated for national placings. Qualifying criteria apply.

#### **NZ Age Group / Disabled Swimming Championships- Wellington – 6-10 March, 2012**

For 13 & over swimmers who reach the qualifying criteria.

#### **Open Championships 2012 – Auckland – 25-30 March, 2012**

For Open swimmers who have reached the qualifying criteria.

#### **Division II Competition - Dunedin – 11-14 April, 2012**

For 13 & Over swimmers who have reached the Division II qualifying criteria but have not made the NZ Age Group or the NZ Opens qualifying criteria.

#### **Australian Age Groups Brisbane – 9-14 April, 2012**

Swimming Wellington will not be sending a team to this event.

## SWIMMING WELLINGTON CALENDAR 2012

Club events will be shown in the Calendar available on the SW website shortly. This calendar is a guide only and may be subject to change. Information is accurate as at time of print but check with your Club Race Secretary for up to date information.

<b>Date</b>	<b>Meet</b>	<b>Venue</b>	
<b><u>January</u></b>			
14-15	SNZ Open Water Champs	Taupo	
20-23	Wellington Long Course Champs	WRAC	LC
23	<b><i>Wellington Anniversary Day</i></b>		
31	<b><i>CLUB REGISTRATIONS DUE - PAYMENT 8 FEBRUARY</i></b>		
	<b><i>Registration Period 1 September – 31 January</i></b>		
30	School Year commences		
<b><u>February</u></b>			
6	<b><i>Waitangi Day</i></b>		
10-12	<b><i>NSW State Open Champs, Sydney</i></b>	<b>Sydney</b>	LC
11	Capital Sprint – Level 1	WRAC	
17	<b><i>Australian Open Water</i></b>		
18-19	<b><i>NZ Junior Champs</i></b>	<b>WRAC</b>	LC
<b><u>March</u></b>			
6-10	<b><i>Mayfair Pools NZ Age Group Championships</i></b>	<b>Wellington</b>	LC
12	Kapiti – Mainland Swim [Open water]	Paraparaumu	
15-22	<b><i>Australian Opens – Adelaide</i></b>		
25-31	<b><i>State Insurance 2011 NZ Open Championships</i></b>	<b>Auckland</b>	LC
26	Fairbrother Meet [TBC] ??	Wairarapa	
<b><u>April</u></b>			
6-22	<b><i>School Holidays</i></b>		
6-9	<b><i>Easter Holidays</i></b>		
11-14	<b><i>New Zealand Division II Competition – Dunedin</i></b>		SC
9-14	Australian Age Group Championships	Brisbane	
25	<b><i>Anzac Day</i></b>		
29	Club League 1 –	Raumati	SC
<b><u>May</u></b>			
5	Karori Signature Meet	WRAC	SC
16	SW Wgtn Relay Championships	WRAC	SC
26	Club League 2 –	Huia	SC
31	<b><i>CLUB REGISTRATIONS DUE - PAYMENT 7 JULY</i></b>		
	<b><i>Registration period 1 Feb – 31 May</i></b>		
<b><u>June</u></b>			
4	<b><i>Queen's Birthday</i></b>		
16	Club League 3 –	Huia	SC
24	6 Centre Meet – [TBC] ??	Palmerston North	
30	Tawa Signature Meet	WRAC	SC

**July****1-15*****School Holidays***

21 Raumati Signature Meet WRAC SC

**27-12 September*****Olympic Games, London***

28 Club League 4 – Naenae SC

**August**

4 SwimZone Signature Meet WRAC

23 Swimming Wellington AGM – 7pm Pelorus House, Lower Hutt

**25-26 Wgtn Short Course Champs – Week 1 WRAC SC****31 CLUB REGISTRATIONS DUE - PAYMENT 7 SEPTEMBER*****Registration Period 1 June – 31 August*****September****1-2 Wgtn Short Course Champs – Week 2 WRAC SC**

22 Upper Hutt Signature Meet WRAC SC

**29-13 *School Holidays*****30-4 New Zealand Short Course Wellington WRAC SC****October**

13 SZR Level 2 Meet Naenae LC

**November**

3 PCA Signature WRAC LC

17 12 &amp; Under WRAC LC

25 Kapiti Aquatic Big Splash – new pool Raumati SC

**December**

8 Capital Signature Meet WRAC LC

**10-16 Proposed Queensland State Champs [TBC] Brisbane LC**13 ***Primary / Secondary School Holidays commence*****January****31 CLUB REGISTRATIONS DUE - PAYMENT 8 FEBRUARY*****Registration Period 1 September – 31 January***

**WELLINGTON SUMMER CHAMPIONSHIPS**

**Minimum Entry times**

**20-23 January 2012**

**Qualifying Period from 21 January 2011 – 11 January 2012**

**50m Qualifying Times**

**Male**

**Female**

9/U	10	11	12	13	14	15	16/O	Event	9/U	10	11	12	13	14	15	16/O
<b>Freestyle</b>																
0.45	0.42	0.41	0.37	0.36	0.35	0.34	0.32	<b>50</b>	0.45	0.42	0.41	0.39	0.38	0.37	0.36	0.35
1.43	1.36	1.29	1.25	1.15	1.11	1.10	1.09	<b>100</b>	1.42	1.35	1.29	1.25	1.17	1.16	1.15	1.14
3.12	3.12	3.10	2.48	2.46	2.30	2.28	2.26	<b>200</b>	3.12	3.12	3.10	2.48	2.46	2.40	2.39	2.38
5.45	5.45	5.45	5.40	5.30	5.20	5.15	5.10	<b>400</b>	5.40	5.40	5.40	5.38	5.35	5.25	5.20	5.15
11.20	11.20	11.20	11.20	11.20	10.45	10.40	10.20	<b>800</b>	11.30	11.30	11.30	11.30	11.30	11.25	11.24	11.23
20.50	20.50	20.50	20.50	20.50	20.20	19.50	19.00	<b>1500</b>	21.00	21.00	21.00	21.00	21.00	20.50	20.00	19.50
<b>Backstroke</b>																
0.51	0.48	0.47	0.43	0.42	0.41	0.40	0.39	<b>50</b>	0.51	0.47	0.46	0.45	0.44	0.43	0.42	0.41
1.55	1.48	1.41	1.37	1.26	1.25	1.24	1.23	<b>100</b>	1.55	1.47	1.41	1.37	1.29	1.28	1.27	1.26
3.36	3.36	3.30	3.10	2.58	2.53	2.50	2.49	<b>200</b>	3.37	3.37	3.35	3.32	3.10	2.58	2.56	2.55
<b>Breaststroke</b>																
0.59	0.58	0.54	0.47	0.46	0.45	0.44	0.43	<b>50</b>	0.58	0.53	0.52	0.47	0.46	0.45	0.44	0.43
2.14	2.01	1.52	1.47	1.36	1.35	1.34	1.33	<b>100</b>	2.13	2.00	1.52	1.47	1.39	1.38	1.37	1.36
4.15	4.15	4.12	3.35	3.33	3.14	3.13	3.12	<b>200</b>	4.12	4.12	4.10	3.35	3.33	3.20	3.19	3.18
<b>Butterfly</b>																
0.54	0.52	0.51	0.44	0.43	0.42	0.41	0.39	<b>50</b>	0.53	0.52	0.51	0.44	0.43	0.42	0.41	0.40
2.07	2.01	1.48	1.39	1.27	1.26	1.25	1.22	<b>100</b>	2.05	1.57	1.48	1.39	1.28	1.27	1.26	1.25
3.51	3.51	3.51	3.24	3.22	3.10	3.09	3.08	<b>200</b>	3.51	3.51	3.51	3.24	3.22	3.12	3.11	3.10
<b>Medley</b>																
3.41	3.41	3.35	3.09	3.08	2.54	2.52	2.50	<b>200</b>	3.38	3.38	3.30	3.09	3.08	3.00	2.59	2.58
6.45	6.45	6.45	6.40	6.35	6.25	6.23	6.20	<b>400</b>	6.45	6.45	6.45	6.40	6.38	6.36	6.35	6.30

WELLINGTON

# WELLINGTON WINTER CHAMPIONSHIPS

## Minimum Entry times

25-26 August, 1-2 September 2012

Qualifying Period from 3<sup>rd</sup> September 2011 – 17 August 2012

### 25m Qualifying Times

MALE

FEMALE

9/U	10	11	12	13	14	15	16/O	Event	9/U	10	11	12	13	14	15	16/O
<b>Freestyle</b>																
0.45	0.43	0.42	40	0.35	0.34	0.34	0.33	<b>50</b>	45	43	42	40	0.37	0.36	0.35	0.35
1.43	1.35	1.29	1.25	1.15	1.13	1.12	1.11	<b>100</b>	1.43	1.35	1.29	1.25	1.18	1.17	1.17	1.16
3.17	3.17	3.02	2.53	2.38	2.34	2.32	2.28	<b>200</b>	3.17	3.17	3.02	2.53	2.44	2.42	2.41	2.39
6.1	6.1	6.1	6	5.35	5.25	5.24	5.24	<b>400</b>	6.1	6.1	6.1	6	5.5	5.44	5.42	5.38
11.2	11.2	11.2	11.18	11.18	10.45	10.45	10.43	<b>800</b>	11.3	11.3	11.3	11.27	11.27	11.25	11.25	11.23
21.12	21.12	21.12	21.12	21.12	20.4	20.4	20.23	<b>1500</b>	22	22	22	22	22	21.4	21.4	21.4
<b>Backstroke</b>																
0.51	0.5	0.48	0.45	0.4	0.39	0.38	0.37	<b>50</b>	0.51	50	0.48	0.45	0.42	0.41	0.41	0.4
1.51	1.47	1.41	1.36	1.24	1.23	1.23	1.21	<b>100</b>	1.51	1.47	1.41	1.36	1.29	1.28	1.28	1.27
3.35	3.35	3.22	3.1	2.57	2.52	2.5	2.49	<b>200</b>	3.35	3.35	3.24	3.14	3.06	3.01	3	2.58
<b>Breaststroke</b>																
0.59	0.56	0.52	0.49	0.45	0.44	0.43	0.42	<b>50</b>	0.59	0.56	0.52	0.49	0.46	0.45	0.45	0.44
2.14	2	1.52	1.47	1.36	1.33	1.32	1.31	<b>100</b>	2.14	2	1.52	1.47	1.39	1.38	1.38	1.37
4.09	4.09	3.5	3.38	3.21	3.14	3.12	3.1	<b>200</b>	4.09	4.09	3.48	3.38	3.29	3.28	3.27	3.2
<b>Butterfly</b>																
0.54	0.5	0.47	0.44	0.4	0.39	0.39	0.38	<b>50</b>	0.55	0.51	0.47	0.44	0.41	0.4	0.4	0.4
2	1.5	1.43	1.4	1.28	1.25	1.24	1.24	<b>100</b>	2	1.53	1.44	1.41	1.35	1.3	1.29	1.28
3.35	3.35	3.35	3.3	3.08	3.06	3.04	3.03	<b>200</b>	3.4	3.4	3.4	3.35	3.25	3.2	3.2	3.18
<b>I Medley</b>																
1.56	1.49	1.42	1.38	1.27	1.26	1.26	1.26	<b>100</b>	1.56	1.48	1.42	1.38	1.3	1.29	1.29	1.29
3.26	3.26	3.26	3.14	3.01	2.56	2.55	2.54	<b>200</b>	3.26	3.26	3.26	3.14	3.07	2.55	2.54	2.53
7	7	7	6.58	6.31	6.25	6.24	6.18	<b>400</b>	7	7	7	6.58	6.53	6.5	6.47	6.43

Obtain your copy of the Swimming New Zealand Competition from this link;  
<http://www.swimmingnz.org.nz/competition/swimmers/2012-national-competition-booklet>

### CONVERSION TABLES

For the purposes of all National Meets, pools of length 36 2/3 yards will be treated as it they were 33 1/3 meters and pools of 55 yards will be treated as it they were of length 50 meters.

#### Conversions from 33 1/3 meters or 36 2/3 yards times to 50 meter times

	<b>Freestyle</b>	
100m	add	0.85 seconds
200m		1.70 seconds
400m		3.40 seconds
800m		6.80 seconds
1500m		12.75 seconds
	<b>Backstroke</b>	
100m	add	0.85 seconds
200m		1.70 seconds
	<b>Breaststroke</b>	
100m	add	1.00 seconds
200m		2.00 seconds
	<b>Butterfly</b>	
100m	add	0.70 seconds
200m		1.40 seconds
	<b>Medley</b>	
400m	add	3.40 seconds

#### Conversion from 55 yards time to 50 meter time.

*No conversion – just use same time*

**Note:** That only the preceding conversions may be used for National Meets.

#### Conversion from 25 meter times to 50 meter times.

	<b>Freestyle</b>	
50m	add	0.85 seconds
100m		1.70 seconds
200m		3.40 seconds
400m		6.80 seconds
800m		13.60 seconds
1500m		25.50 seconds
	<b>Backstroke</b>	
50m	add	0.85 seconds
100m		1.70 seconds
200m		3.40 seconds
	<b>Breaststroke</b>	
50m	add	1.00 seconds
100m		2.00 seconds
200m		4.00 seconds
	<b>Butterfly</b>	
50m	add	0.70 seconds
100m		1.40 seconds
200m		2.80 seconds
	<b>Medley</b>	
200m	add	3.40 seconds
400m		6.80 seconds

## GENERAL INFORMATION

### CLUBS

#### REGISTRATIONS

Clubs are required to register all their members annually with Swimming Wellington, who in turn will register those members with Swimming New Zealand. Registrations are paid three times a year to Wellington Swimming. The due dates are listed in the Calendar.

All swimmers competing in carnivals must be current financial members of their swimming club.

**Affiliation fees for the 2011/2012 financial year have been set at:**

	<b>Competitors</b>
Swimming New Zealand	\$46.00
Swimming Wellington	<u>\$31.00</u>
<b>Total</b>	<b>\$77.00</b>
<b>Club Registration Fees</b>	<b>\$302.00</b>

**SNZ Results Awards levy per competitive swimmer \$5.50 p.a. is paid in the last registration period**

#### SW MEETS – Duty Club Requirements

All participating Clubs are assigned to do Duty in either one or two sessions of Meets run by SW.

The following is a list of positions that Club (on top of the number of timekeepers required) must ensure are filled

- ▶▶ Two Marshals
- ▶▶ Two door supervisors
- ▶▶ One Runner – (NB. Younger children are not suitable for this job)
- ▶▶ One AOD Room Helper
- ▶▶ Three/Four Refreshment people - (NB. Younger children are not suitable for this job)
- ▶▶ One/Three Medal Bearer (if required)

#### SWIMMERS

Always check the Meet Flyers on your club notice board. They will have the correct details, as this handbook is printed before swim meets are finalized.

#### MARSHALLING

- It is the responsibility of the swimmer or their Manager or Coach to ensure they report to the Marshal at the required number of heats or events before their race as announced at the swim meet.
- After reporting they must remain in the Marshalling area and follow the instructions of the Marshal who will advise when they should move over to the start area.
- Any misconduct or failure to follow the instructions of the Marshal will be reported to the Referee who may disqualify that swimmer/s.
- Should a swimmer not report to the Marshal for a final or timed final they are automatically disqualified.
- A swimmer who has a lane in a final has until the race is asked to move down to the blocks, i.e. leaving the marshalling area, to claim their position. Once a swimmer has been replaced in these circumstances, the reserve shall stand as the swimmer.
- Parents, Coaches and Managers are **NOT PERMITTED** in the marshalling area.

### **ELECTRONIC TIMING**

- **DO NOT** touch the pads unless you are finishing a race.
- If your time does not register **DO NOT** re touch the pad.
- **DO NOT CLIMB OUT OF THE POOL OVER THE PADS. GO TO THE SIDE OF THE POOL.**
- Official times should be obtained from your Race Secretary after the meet. Times from the timekeepers are unofficial.

### **OVER THE TOP STARTS**

- When you have finished your race move to the left hand side of the lane and face the other end of the pool, for backstroke - move 1m from the wall.
- When the next race has started exit the pool. (At the side for electronic timing).

### **TRAVELLING AWAY**

- Registered competitive swimmers may swim in meets in other districts as long as the entries have been made through your Club.
- International training/competition requires permission from SNZ via Wellington Swimming. (Forms available on website or ask your Club.)

### **POOL ETIQUETTE & COURTESY**

**Walk: DO NOT RUN around the poolside.**

- Report to your Team Manager on arrival at the pool. It is preferable to sit with your Club/Team, coach and manager. Do not wander away without permission.
- Find out the marshalling area location and listen/watch for your event(s) call up.
- Remain at the marshalling area until instructed to leave.
- Team Managers are the only people who may approach the meet control regarding scratchings, entries, queries, protests, and collection of results from bags.
- When arriving at your lane before the start of your race, report to the Chief Lane Timekeeper (usually sitting on the middle chair).
- Do not walk in front of timekeepers or other officials.
- Do not spit in front of Officials. Do not splash them.
- Observe the **'RULE OF SILENCE'** when the whistle blows prior to the start of a race. If you are walking around the pool, stop and stand still until the race is underway.
- Stay in the water after a race until given the whistle signal to leave the pool.
- When asking for your time remember your manners. Control your emotions and do not use foul language if you are disappointed in your time.
- Cheer on your team mates and friends remembering to keep back from the area needed by the Referees and other Officials who need to walk beside the pool.
- Foul language is not tolerated and you may be reported to the Referee.
- Wear your correct Club Uniform for presentations – do not wear a towel or cap/hat.
- Keep the area where you are sitting clean and put all rubbish in the bins.

### **CLUB TEAM MANAGERS**

- All clubs must appoint a Team Manager for each meet they attend.
- Swimmers should report to their Team Manager when they first arrive, and before they go to their races.
- For National events, all dealings are done through a Wellington Team Manager.
- All Team Managers at Wellington meets must remain for 15 minutes at the end of the session to deal with withdrawals.
- Be the Official contact point for any communication between swimmers and meet officials. Parents and swimmers cannot approach an Official directly.
- Be familiar with both the Swimming Wellington and Swimming New Zealand Rules.
- Ensure your swimmers know when and where to marshal.
- Advise the Recorders of withdrawals at the meet. Under the new rule this is not necessary for heats, but will help the Marshal.
- Have your swimmers and relay teams ready to report to the Marshal when required.
- Notify your swimmers if they are required for a Final.
- Withdraw swimmers from Finals within the correct time frames.

## **SWIMMING WELLINGTON RULES**

### **WITHDRAWAL RULE**

- Withdrawals are required only for **FINALS**.
- Swimmers will be deemed to have withdrawn if they do not report to the Marshal at the appropriate time prior to their heat.
- A swimmer who does not withdraw from their **FINAL** will be liable to a \$30.00 fine.
- Finalists are deemed to include the first two reserves.
- Withdrawals must be into the Recorders Desk within 30 minutes after the completion of the session.
- The Meet Director shall determine the acceptability on all matters where medical reasons or hardship are claimed.

### **PROTESTS**

- Swimmers, coaches and club officials should be aware of their rights to lodge a protest. If in doubt seek advice from the Meet Officials or the Rule Book – (FINA, SNZ and SW).
- The protest can only be lodged by the Team Manager.
- The protest must be made in writing (on an appropriate form) to the Referee within 30 minutes of the incident.
- A protest fee (set at the start of the relevant meet) is to be lodged with the protest. (Refunded if the protest is upheld).
- The protest is to be made before the start of the race if the point being argued is known at that stage.
- All results will be withheld until the result of the protest is settled.
- When the Officials are recognised or appointed by their Association, no protest or appeal shall be allowed from their decision on questions of fouling or placing.

### **RELAY SELECTION POLICY**

- The SW selectors will select and enter provisional relay teams, including swimmers names, for all National Meets.
- The SW Regional Manager may change the team members and/or alter the swimming order after considering meet performances. Those changes may be made in consultation with a SW selector, if one is available.
- Club Managers or Coaches may discuss the make up of the team with the Regional Manager suggesting changes that may improve the team performances.
- It is the responsibility **Club Managers or Coaches to notify their swimmers of selection and any changes.**
- The decision of the SW Regional Manager will be final.

**RULE 32.**  
**32.1**

**CRITERIA FOR AWARDS**  
**LIFE MEMBERSHIP**

- (a) Extended outstanding and exceptional service to Swimming Wellington including:
  - (i) Length of service;
  - (ii) Consistency of initiative beyond routine service to a club;
  - (iii) Quality of service over and above routine service to a club;
  - (iv) The conferring of benefits on the sport beyond those accrued by normal performance.
- (b) The Board may nominate to Life membership or an award of Swimming Wellington, any person who in the opinion of the Board has rendered conspicuous service over a long period of time.
- (c) Recommendation for an award must be lodged not later than the last day of June in any year for consideration by the Awards Committee for the next succeeding Annual General Meeting.
- (d) A life member of Swimming Wellington shall not, unless otherwise qualified, have the right to vote on matters before Swimming Wellington, but shall have the right to speak and to move and second motions.

**32.2**

**HONOURS AWARD**

- (a) For ten years service following receipt of a service award, if during that ten years (or such lesser period the Awards Committee thinks fit) the person has continued throughout that period to give outstanding service to the sport.

**32.3**

**SERVICE AWARDS**

- (a) President and Secretary after three years in office, whether continuous or interrupted, or any other member of the Board, after three years in office continuously, or five years in office interrupted;
- (b) Delegates, after seven years continuous service or ten years interrupted service;
- (c) Club nominees for outstanding service over a long period;
- (d) Any other person whose special services to Swimming Wellington are considered to merit the award

**RULE 33.**  
**33.1**

**PRIVATE PECUNIARY ADVANTAGE**

No Member (or person associated with a Member) of Swimming Wellington, shall derive any income, benefit or advantage from Swimming Wellington where they can materially influence the payment of income, benefit or advantage except where that income, benefit or advantage is derived from professional services to SNZ rendered in the course of business charged at no greater than current market rates or interest on money lent at no greater rates than current market rates.

**RULE 34.**  
**34.1**

**WINDING UP**

In the event of the disbanding or winding-up of Swimming Wellington, the property of Swimming Wellington shall be realised and the proceeds shall be vested in SNZ as trustee until Swimming Wellington is re-formed when such proceeds shall be returned to Swimming Wellington.

## **OFFICIALS SUBSIDIES**

### **REG 5. OFFICIALS SUBSIDIES**

- 5.1 Officials may be entitled to be refunded 50% of travel and accommodation costs when they officiate at SNZ Competitions held outside Wellington.
- 5.1 To qualify officials must:
- (a) Be members of SW;
  - (b) Hold current national qualifications;
  - (c) Officiate at each session of the Competition, and
  - (d) Submit their travel and accommodation costs to the Board for approval by the Board prior to attending the Competition.

## **SWIMMERS SUBSIDIES AND PERFORMANCE BASED PAYMENTS**

### **REG. 6 SWIMMERS SUBSIDIES AND PERFORMANCE BASED PAYMENTS**

- 6.1 Swimmers may be entitled to a refund, of all or part of travel and accommodation costs when they represent New Zealand or Wellington at competitions.
- 6.2 Swimmers may be entitled to performance-based payments, both for individual and relay performances, as specified by Swimming Wellington.
- 6.3 For an individual subsidy the best individual swim of the competition is the only one that counts.
- 6.4 For relays, the subsidy applies to regional relays teams only and will be evenly divided among the team members. Swimmers may be entitled to more than one relay subsidy.

## **SELECTION OF SW TEAMS**

### **REG 7. SELECTION OF SW TEAMS**

- 7.1 The Board shall determine the competitions to which it wishes to send swimmers and the level of funding of selected swimmers.
- 7.2 The Selectors shall recommend criteria for the selection of swimmers.
- 7.3 The Selectors shall select swimmers on the basis of selection criteria.
- 7.4 The Board shall select coaches and team managers from applicants.
- 7.5 Selected swimmers may be required to pay a share of costs prior to departure.
- 7.6 Upon application, swimmers must complete a Code of Conduct and Swimmers Medical Information Form.

## **RECORDS**

### **SWIMMING WELLINGTON Association**

#### **REG 8. SW Records**

- 8.1 An application supported by an official results sheet must be received by SW within 21 days of the performance
- 8.2 No performance by a Member shall be recognized as a record until the Board has approved the record.
- 8.3 Particulars of any record shall be recorded in the Minutes of the Board.
- 8.4 The Board shall appoint a Records Officer who shall keep a list of records and shall from time to time revise such lists in such manner as the Board shall direct.
- 8.5 Except where electronic timing is used, three separate manual times using electronic watches shall be recorded by three qualified timekeepers.
- 8.6 Swimmers will be recognized as joint holders of a record when more than one has the same time.
- 8.7 SW records shall be:
- (a) Short Course Records in 25m pools.
  - (b) Long Course Records in 50m pools.
  - (c) Records for each pool shall be the same distance and age groups as set out below with boys and girls separate.

Age	50Fr	100Fr	50Bk	100Bk	50Brst	100Brst	50Fly	100Fly	100IM	
U/10	x	x	x	x	x	x	x	x	x	x
10	x	x	x	x	x	x	x	x	x	x
11	x	x	x	x	x	x	x	x	x	x
12	x	x	x	x	x	x	x	x	x	x
13	x	x	x	x	x	x	x	x	x	x
14	x	x	x	x	x	x	x	x	x	x
15	x	x	x	x	x	x	x	x	x	x
16	x	x	x	x	x	x	x	x	x	x
17	x	x	x	x	x	x	x	x	x	x
18	x	x	x	x	x	x	x	x	x	x
Op	x	x	x	x	x	x	x	x	x	x

	200Fr	200Bk	200Brst	200Fly	200IM	400Fr	400IM	800Fr	1500Fr
10	x	x	x			x			
11	x	x	x			x			
12	x	x	x	x		x	x	x	x x
13	x	x	x	x		x	x	x	x x
14	x	x	x	x		x	x	x	x x
15	x	x	x	x		x	x	x	x x
16	x	x	x	x		x	x	x	x x
17	x	x	x	x		x	x	x	x x
18	x	x	x	x		x	x	x	x x
Open	x	x	x	x		x	x	x	x x

(d) Open records are open to all members.

(e) The age of a swimmer shall be his or her age at the date of the swim.

(f) A record may be taken by a swimmer of a younger age where there is no event listed at that swimmers age.

## New Zealand

### 7. New Zealand Records

7.1 SNZ shall maintain a register of all New Zealand long-course and short-course individual and regional relay records, New Zealand representative long-course and short-course relay records (New Zealand representative teams competing in international competitions) and Visitor's long-course and short-course records.

7.2 New Zealand records will only be accepted when times are recorded by automatic timing or semi-automatic timing in the event of an automatic timing system malfunction and shall be recognized to 100<sup>th</sup> (one hundredth) of a second. Swimmers will be recognised as joint holders of the record when more than one has the same time.

7.3 The distance for New Zealand individual records and age-group records for males and females shall be:

Long Course & Short Course Open & Age Group Records	50m – Free, Back, Breast, Fly 100m – Free, Back, Breast, Fly 200m – Free, Back, Breast, Fly 400m – Free, Medley 800m – Free 1500m – Free
Long Course & Short Course Open Records Only	4 x 100m Medley 4 x 100m Free 4 x 200m Free
Short Course Open & Age Group Record	100m - Medley

- 7.4** New Zealand age group records will be recognized for males and females in yearly ages as follows:-  
12 years and under, 13 years, 14 years, 15 years, 16 years, 17 years, 18 years. Age will be determined as at the date of the swim.
- 7.5** A swimmer may establish a record for an intermediate distance within an individual record distance. The swimmer must successfully complete the entire distance for the record to be accepted.
- 7.6** For regional relay records all swimmers for whom the record is claimed must be current members of the one region.
- 7.7** The first swimmer in a relay event may establish a record for an individual record distance. The individual performance shall not be nullified by any team disqualification for violations after the record is achieved.
- 7.8** An application must be received by SNZ within 21 days of the date of the performance, or within 21 days of a competitor/team returning from overseas. Record certificates shall be issued for all ratified records.

#### **2011/2012 Subsidies**

The Board has agreed that Swimmer medal subsidies have been suspended for 2012 Season and will be considered once again for the 2013 season in June 2012, after consideration of Swimming Wellington's financial performance for the 2011-2012 Financial year.

#### **POLICY – 4 SWIMMER FINANCIAL ASSISTANCE**

This policy covers Swimming Wellington financial assistance for Wellington Region swimmers who are selected for Swimming New Zealand teams.

The policy sets out the amount that can be provided to swimmers making SNZ teams at each of the SNZ Pinnacle levels as a travel subsidy.

**NB:** The meets within each Pinnacle level may vary from year to year at the discretion of Swimming Wellington and SNZ.

<b>SNZ Pinnacle Meets</b>	<b>Swimming Wellington Financial Assistance/ Support</b>
<b>Level 1 Meets:</b> <b>International Pinnacle events;</b> Includes; Pan Pacs, FINA Worlds, Commonwealths, Olympic Games AWD Selection Events 900+ Points	\$1,000.00 Event selection, conditional upon taking part in the event.  NB: Swimming Wellington hold an exemption from the IRD to allow the \$1,000 travel cost subsidy to be paid to Olympians etc as their teams are usually fully funded.
<b>Level 2 Meets:</b> <b>Senior Development or Youth Target events;</b> Includes; Oceania Junior Pan Pacs World Youth Games Youth Olympics World University Games AWD Selection Events 800+ Points	10% of the confirmed SNZ User Pays component
<b>Level 3 Meets:</b> <b>International Age &amp; Age Group</b> Includes; Pacific School Games Trans Tasman Australian Youth Olympics	8% of the confirmed SNZ User Pays component

**Conditions:**

1. For Level 2 & 3 meets SW assistance will be paid directly to SNZ.
2. If SW is successful in securing grants or other funding towards the SNZ User Pay component for Level 2 & 3 meets, then SW will pay either the grant or the financial assistance, whichever is the greater. SW may reduce or withdraw financial assistance if funds are not available. In this event SW will advise its members by 31 July, of the financial assistance available in respect of the following calendar year.

**Approved: 26 October 2011**

**Review: June 2012**



#### **SW4 THE START**

- SW4.1 The start in Freestyle, Breaststroke and Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.
- SW4.2 The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.
- SW4.3 In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.
- SW4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue, and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again. The Referee repeats the starting procedure beginning with the long whistle (the second one for backstroke) as per SW 2.1.5.

#### **SW5 FREESTYLE SWIMMING**

- SW5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke, or butterfly.
- SW5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.
- SW5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

#### **SW6 BACKSTROKE**

- SW6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.
- SW6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.
- SW6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.
- SW6.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body in his/her respective lane. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to a position on the back upon leaving the wall.
- SW6.5 Upon the finish of the race the swimmer must touch the wall while on the back in his/her respective lane.

#### **SW7 BREASTSTROKE**

- SW7.1 From the start and after each turn, the swimmer may take one arm stroke completely back to the legs during which the swimmer may be submerged. A single butterfly kick is permitted during the first arm stroke, followed by a breaststroke kick.
- SW7.2 From the beginning of the first arm stroke after the start and after each turn, the body shall be on the breast. It is not permitted to roll on the back at any time. From the start and throughout the race the stroke cycle must be one arm stroke and one leg kick in that order. All movements of the arms shall be simultaneous and on the same horizontal plane without alternating movement.

- SW7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.
- SW7.4 During each complete cycle, some part of the swimmer's head must break the surface of the water. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. All movements of the legs shall be simultaneous and on the same horizontal plane without alternating movement.
- SW7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward butterfly kick is not permitted except as in SW 7.1. Breaking the surface of the water with the feet is allowed unless followed by a downward butterfly kick.
- SW7.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

## **SW8 BUTTERFLY**

- SW8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.
- SW8.2 Both arms shall be brought forward together over the water and brought backward simultaneously throughout the race, subject to SW 8.5.
- SW8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.
- SW8.4 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.
- SW8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for the swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

## **SW9 MEDLEY SWIMMING**

- SW9.1 In individual medley events, the swimmer covers the four swimming strokes in the following order: Butterfly, Backstroke, Breaststroke and Freestyle. Each of the strokes must cover one quarter (1/4) of the distance.
- SW9.2 In medley relay events, swimmers will cover the four swimming strokes in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.
- SW9.3 Each section must be finished in accordance with the rule which applies to the stroke concerned.

## **SW10 THE RACE**

- SW10.1 All individual races must be held as separate gender events.
- SW10.2 A swimmer swimming over the course alone shall cover the whole distance to qualify.
- SW10.3 The swimmer must remain and finish the race in the same lane in which he/she started.
- SW10.4 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.
- SW10.5 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.
- SW10.6 Pulling on the lane rope is not allowed.
- SW10.7 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.
- SW10.8 No swimmer shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn. Any kind of tape on the body is not permitted unless approved by FINA Sport Medicine Committee.

- SW10.9 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.
- SW10.10 There shall be four swimmers on each relay team.
- SW10.11 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.
- SW10.12 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.
- SW10.13 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.
- SW10.14 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.
- SW10.15 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.
- SW10.16 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

**For a full set of FINA Rules follow the link below;**

[http://www.swimmingnz.org.nz/uploads/files/FINA\\_Rules\\_2009-2013\\_09.10.09.pdf](http://www.swimmingnz.org.nz/uploads/files/FINA_Rules_2009-2013_09.10.09.pdf)

Swimming  
WELLINGTON



## 10 COMMANDMENTS FOR SWIMMING PARENTS

BY ROSE SNYDER

- 1. Thou shalt not impose your ambitions on thy child.** Remember that swimming is your child's activity. Improvements and progress occur at different rates for each individual. Don't judge your child's progress based on the performance of other athletes and don't push them based on what you think they should be doing. The nice thing about swimming is people can strive to do their personal best and benefit from the process of competitive swimming.
- 2. Thou shalt be supportive no matter what.** There is only one question to ask your child after a practice or competition – "Did you have fun?" If meets and practices are not fun, your child should not be forced to participate.
- 3. Thou shalt not coach thy child.** You are involved in one of the few youth sports programs that offer professional coaching, do not undermine the professional coach by trying to coach your child on the side. Your job is to provide unconditional love and support and a safe place to return to at the end of the day. Love and hug your child no matter what. Tell them how proud of them you are. The coach is responsible for the technical part of the job. You should not offer advice on technique or race strategy or any other area that is not yours. And above all, never pay your child for a performance. This will only serve to confuse your child concerning the reasons to strive for excellence and weaken the swimmer/ coach bond.
- 4. Thou shalt only have positive things to say at a swimming meet.** If you are going to show up at a swimming meet, you should be encouraging, but never criticize your child or the coach. Both of them know when mistakes have been made. Remember "yelling at" is not the same as "cheering for". You also may want to consider being positive anytime you are around the pool.
- 5. Thou shalt acknowledge their child's fears.** A first swimming meet, 400 free or 200IM can be a stressful situation. It is totally appropriate for your child to be scared. Don't yell or belittle, just assure your child that the coach would not have suggested the event if your child was not ready to compete in it. Remember your job is to **LOVE and SUPPORT** your child through all of the swimming experience, Most of their fears are one's you have given them.
- 6. Thou shalt not criticize the officials.** If you do not care to devote the time or do not have the desire to volunteer as an official, don't criticize those who are doing the best they can. You too can be trained to be an official in an afternoon.
- 7. Honor they child's coach.** The bond between coach and swimmer is a special one, and one that contributes to your child's success as well as fun. Do not criticize the coach in the presences of your child; it will only serve to hurt your child's swimming.
- 8. Thou shalt be loyal and supportive of thy team.** It is not wise for parents to take their swimmers and too jump from team to team. The water isn't necessarily bluer in another team's pool. Every team has its own internal problems, even teams that build champions. Children who switch from team to team are often ostracized for a long, long time by their teammates they leave behind and are slowly received by new teammates. Often time's swimmers who do switch teams never do better than they did before they sought the bluer water.
- 9. Thy child shalt have goals besides winning.** Most successful swimmers are those who have learned to focus on the process and not the outcome. Giving an honest effort regardless of the outcome is much more important than winning. One Olympian said "My goal was to set a world record. Well, I did that, but some else did it too, just a little faster than I did. I achieved my goal and I lost. Does that make me a failure? No, in fact I am very proud of that swim" What a tremendous outlook to carry on through life.
- 10. Thou shalt not expect they child to become an Olympian.** Swimming is much more than just the Olympics. As your coaches why they coach. Chances are they were not an Olympian, but still got so much out of swimming that they wanted to pass the love for the sport on to others. Swimming teaches self-discipline and sportsmanship: it builds self-esteem and fitness; provides lifelong friendships and much more. Most Olympians will tell you that these intangibles far outweigh any medal they may have won. Swimming builds good people, like you want your child to be and you should be happy your child wants to participate.

See SNZ website for the Parent Handbook Guide ... [www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

## Contact phone numbers for the regional pools

Pool Name	Distance	Address	Phone Number
Cannons Creek	25m	Bedford Street, Porirua	237 7944
H2O Xtreme	25m	Cnr Brown & Blenheim Sts, Upper Hutt	527 2113
Huia Pool	25m	Huia Place, Lower Hutt	570 6655
Karori Pool	25m	22 Donald Street, Karori	476 5400
Naenae Pool	25m	Everest Avenue, Naenae	567 5043
Raumati Pool	25m	Marine Gardens, Raumati Beach	296 4787
Stokes Valley Pool	25m	Bowers Street, Stokes Valley	562 9030
Tawa Pool	25m	Davies Street, Tawa	232 7041
Wainuiomata Pool	50m	Moohan Street, Wainuiomata	564 8780
Wgtn Regional Aquatic	25/50m	Kilbirnie Crescent, Kilbirnie	387 8029

### CLUB

### COLOURS

### ABBREVIATION

Breakers Swim Club	Black, Blue, Silver & White	BRK
Capital Swim Club	Electric Blue & Fluoro Yellow	CAP
Hataitai Swimming Club	Blue and White	HAT
Hutt Swimming Club	Red and White	HUT
Kapiti Swimming Club	Jade Green, Navy and White	KAP
Karori Pirates Swimming Club	Black, White and Red	KRI
Maranui Swimming Club	Red, White and Blue	MAR
Porirua City Aquatics	Turquoise, Orange and Black	PCA
Raumati Swimming Club	Red, White and Blue	RAU
SwimZone Racing	Blue, Green, Red and White	SCA
Tawa Swimming Club	Red, Blue and Gold	TWA
Tornadoes Swim Club	Orange, Black & Purple	TOD
Upper Hutt Swimming Club	Royal Blue and White	UHT

***“Fear should never hold us back from pursuing our goals”***

WELLINGTON

## SWIMMING WELLINGTON ASSOCIATION - OFFICIALS PATHWAY

**All swim meets require officials.**

**These are:**

Time keeper, inspector of turns (IOT) starter, and recorder, are positions that can be trained for on their own. They have a theory and practical component.

To become a referee you must have qualified in all the above and have passed a theory and practical exam as a referee.

**Where to Begin.**

Contact a member of your club, or an official poolside at a meet.

The best place to start is time keeping, with other people around. This can then lead onto the other positions.

**Assessments/exams.**

Your club will contact SW and training will start poolside at local meets. The amount of time spent poolside at meets is important in your training. This varies with the different positions. When you are confident a date will be arranged for your assessment/exam. Theory first followed by a practical. This is done poolside at a local or centre meet.

SW and your club have booklets and videos to assist you and SW use a mentor system during your training.

We look forward to hearing from you and welcoming you as a qualified official.

<b>Getting Involved....Becoming a Swimming Technical Official.</b>	
All Swim Meets require Technical Officials to ensure they run smoothly, the rules are adhered to, a safe environment is provided and the swimmers enjoy their sport.	
<b>What are the positions ?</b>	
Timekeepers	Require at least 2 per lane.
Inspector of Turns	Require at least one per two lanes at each end.
Starter	Require one, two at major meets.
Recorders	Require at least one, normally two.
Referee	Require at least one either side of the pool. Best with two either side.
<b>Do I have to have any knowledge or skill?</b>	
No knowledge is required just a keen interest, you will be trained and coached.	
You will be given notes to read and provided with theoretical training, videos are available.	
Practical coaching will occur poolside in a buddy system	
Once you are comfortable poolside you will need to do an exam. (Sounds a lot worse than it is)	
After passing that you will be assessed on the practical part and you on your way	
Some of our officials cannot swim themselves and most have not been competitive swimmers.	
<b>How Do I get Started?</b>	
Talk to one of the officials at your club, they will refer you on.	
Approach one of the officials at a swim meet. (Greg Forsythe is the SW Technical Coordinator.)	
Volunteer to time keep when the call goes out at a swim meet.	
<b>Is There a Progression Path?</b>	
Yes, generally you will start at timekeeping, then progress to I.O.T., Starting or recording can come after that.	
To become a referee you must move through all the other positions first.	
<b>Any Other Advice?</b>	
Time on poolside is important so volunteer on a regular basis.	
Target the Zone and club meets to get good experience in a non pressure situation.	
Talk to SW officials (mentors) about any issues you need clarified or difficulties you are having.	
Get involved and enjoy your children's sport at a different level.	

Follow this link to SNZ website for 'Guide for Technical Officials'

<http://www.swimmingnz.org.nz/uploads/files/Technical Officials Guide 30 August 2010.pdf>

## **Swimming Wellington Team Management - Swimming Meets 2012 (Coaches and Management)**

Applicants are sought for the following management positions for away trips.

To assist, I outline the following preferred minimum experience guidelines. We are seeking team management committed to providing our elite swimmers with a 'positive team' atmosphere to allow each individual to reach their peak potential performance. The Team Manager / Coach will create an environment where they, the Club Team Managers (where applicable), the coaches and swimmers work together for the benefit of swimmers, clubs and our Centre.

All applicants must hold a Full Current Drivers Licence.

**(Applicant Forms available from: - Operations Manager, Club Secretary or SW Website)**

### **MEET**

### **PREFERED MINIMUM EXPERIENCE**

**Fairbrother Cup  
26 March 2012**

Experience as Team Manager at Club level / Wellington Team level  
A good meet to gain experience at Management level

**New Zealand Junior Champs  
18-19 February 2012**

Two positions, Manager and Assistant Manager.  
Regular experience at Club Team Manager level or  
Wellington Team Manager

**New Zealand Age Groups Champs  
6-10 March 2012**

Prior experience as Team Manager at Wellington Team level and  
regular experience of administration at Club level.  
Club team Management at National Age Groups essential.

**NZ Youth and Opens Champs  
25-29 March 2012  
Awards Dinner 31 March 2012**

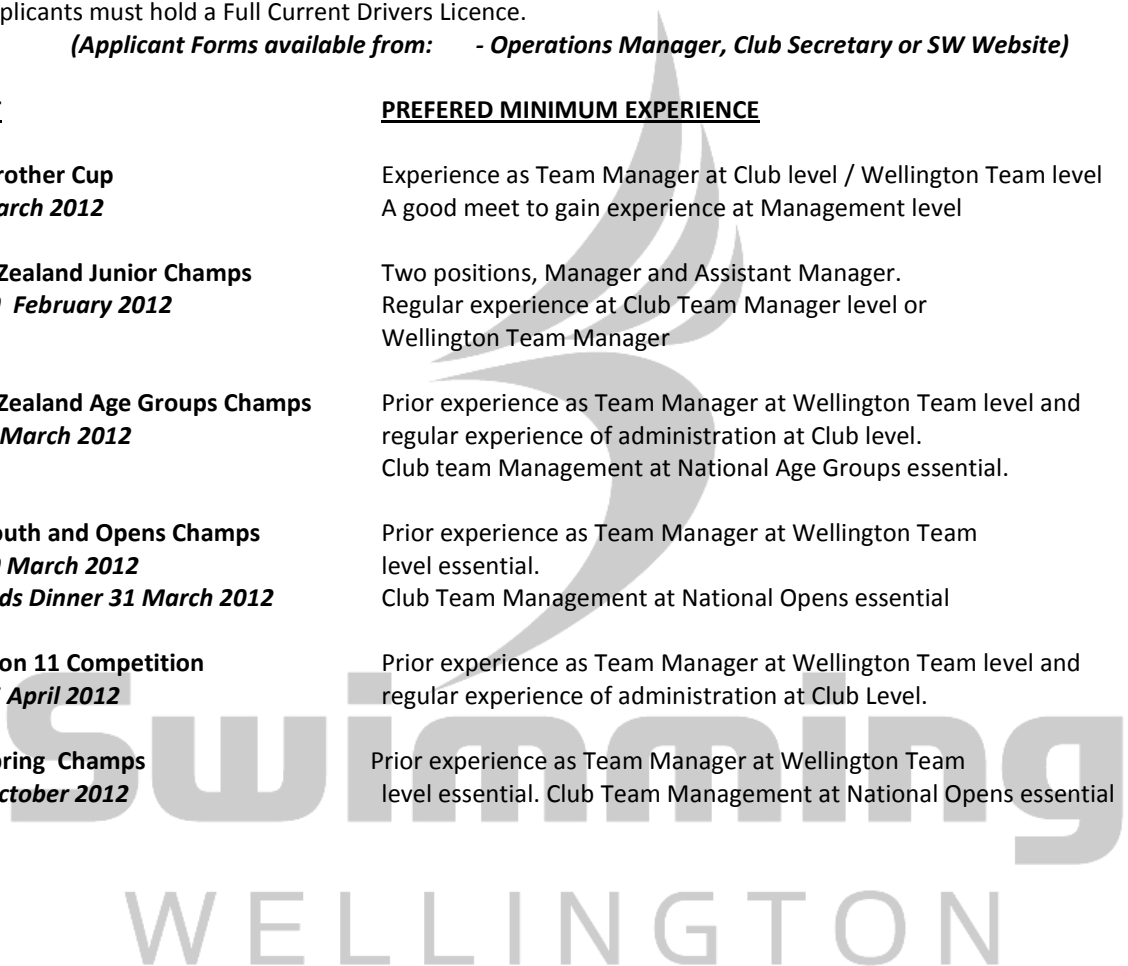
Prior experience as Team Manager at Wellington Team  
level essential.  
Club Team Management at National Opens essential

**Division 11 Competition  
12-15 April 2012**

Prior experience as Team Manager at Wellington Team level and  
regular experience of administration at Club Level.

**NZ Spring Champs  
1-4 October 2012**

Prior experience as Team Manager at Wellington Team  
level essential. Club Team Management at National Opens essential



## Team Management

Your Club Team Manager is a VERY IMPORTANT PERSON. Before a Club Manager is appointed make sure that she/he understands the duties of a Team Manager and has a good knowledge and understanding of the current Regional and New Zealand rules.

Team Managers should have the following equipment with them at poolside:

- 🏊 A First Aid Kit – well stocked
- 🏊 Pens
- 🏊 Paper
- 🏊 Full copy of the Team, their phone numbers and addresses
- 🏊 Full list of all swimmers entries with proof of times
- 🏊 Copy of the latest Regional and New Zealand Records (up-to-date records are available on websites)
- 🏊 Copy of the Meet flyer and conditions
- 🏊 Relevant forms : - scratching, protest, records, relay forms

When swimmers enter meets they need to know who their Team Manager is before they get to the meet. If they have to scratch from a race they will be able to notify the Manager before she/he gets to or leaves the pool. The Manager must have a full copy of the Club entries.

The Manager should arrive at the pool at least 15minutes before the start of warm-up, when the doors open. The Manager must check the programme to see all the swimmers in the team are listed correctly.

The Manager must carry proof of the proper entries. The Team Manager must undertake any other duties on the day, as it is a full time job. Swimmers should be assembled as a team unit and should be ready to report to the start as required. The Manager should encourage other swimmers to cheer on their team mates.

The Manager must ensure the swimmers report to the dais for presentations and are properly clad in the required uniform (no towels).

Every attempt should be made by the Manager to observe all races and if any swimmer is penalised or disqualified.

A protest should be lodged in writing with the Referee within 30 minutes of the occurrence and must be accompanied by payment of a deposit of \$50.00.

The Club Team Manager is responsible for the discipline of the Team.

**The Wellington Team Manager is the only person who may approach the Recorders table regarding scratchings, entries, queries or protests.**

Give the Team Manager all the support she/he deserves and train your swimmers to be helpful and respectful.

### REMEMBER

Foul language is not tolerated and you may be reported to the Referee if you use this type of language.

When arriving at your lane, report to the Chief Lane Timekeeper. Give your name and lane number.

When asking for your time remember your MANNERS. Learn to control your emotions and do not use foul language if you are disappointed in your time.

- 🏊 **DO NOT SPIT** in front of Officials.
- 🏊 **DO NOT** deliberately splash Officials.
- 🏊 **DO NOT WALK** in front of Timekeepers or other Officials

When called to the dais for presentations, proceed quickly, wearing the correct uniform. Do not wear a towel.

Spectators should walk behind Officials when moving around the poolside and observe the 'RULE OF SILENCE' when the whistle blows prior to the start of a race.

## COMPETITIVE SWIMMER COMPETITION CHECKLIST



When travelling make as few changes as possible in both your daily/ weekly schedule and lifestyles. Avoid contact with people with cold, sickness etc. Or negative people. Surround yourself with positive vibes.



Pack your swim training equipment on top of all other clothes for easy access so that you can get them quickly. Travel light – take only what is needed to look professional but comfortable and to swim fast. Ensure you have your competition necessities with you in your hand luggage [goggles, togs, cap].



Have a medical check up and blood profile at beginning of taper.



Only shave for major meets/selection trials [do not shave during last five weeks until just before your event – applied to both males and females].



Have spares of all competition swim wear [caps, goggles, togs etc].



Have a minimum of two drink bottles plus post competition snack ready for each day. Keep your drink bottle clean and do not allow anyone to use yours or you use anyone else's.



Always increase your vitamin intake slightly/temporarily prior to major meets, [commencement of taper], travel, change in training emphasis [decrease or increase], change in climate etc.



Alarm clock [install new batteries]. A battery one is not subject to power failures or different supply.



Keep your sleeping habits the same as you would at home, especially if you are staying in a hotel/motel where you will not want to be distracted by your team/roommates or constant television and other noise.



Own individual pillow [as there are many kinds available]. This one item determines the quality of your rest and sleep and it can also avoid any allergies to different contents of pillows.



Ear plugs – be accustomed to sleep with these just in case of a noisy roommate or noisy neighbours/ environment.



Check out the following website for details on drug free sport. [www.drugfreesport.org.nz](http://www.drugfreesport.org.nz)

## “FOOD FOR THOUGHT “

The sport of swimming is not just about coaches and swimmers achieving goals, it is also about the huge team of dedicated volunteers, officials and administrators, working behind the scenes.

These people should be admired and appreciated for their efforts.

You just have to look around poolside at the amount of volunteers it takes to make swimming a successful sport, a large percentage of these Volunteers also have no swimmers currently in the water, but still have dedicated their time for others.

So next time before you criticise or disrespect one of these valuable volunteers, take a minute to think?

“What would this sport be like if it wasn’t for these dedicated people”,

There would not be any competitive swimming, only training sessions!

Coaching Pathways .... see SNZ Website [www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

**Update your PB's regularly;** do them in pencil and remember to write down the date you did them.

Short Course PB	Stroke	Distance	Long Course PB
	Free	50	
		100	
		200	
		400	
		800	
		1500	
	Back	50	
		100	
		200	
	Breast	50	
		100	
		200	
	Fly	50	
		100	
		200	
	IM	100	
		200	
		400	



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