



**POLICY AND
PROCEDURE MANUAL**

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A1

Policy: **NZ Record Payments**

Objective: **Setting the criteria for Payments for NZ Records**

NZ Records

A New Zealand Record broken at any meet will attract a \$50.00 performance payment.

A swimmer must reside permanently within the Swimming Manawatū regional boundary to be eligible to receive the payment.

A2

Policy: Swimming Manawatū Selectors

Objective: To clarify the Selectors Role

Explanation

1. The Selection panel will consist of two members both of whom are appointed by the Swimming Manawatū Board annually.
2. The Selectors may enter relay teams, including swimmers names for all National Meets via the SNZ Database. Clubs to which the swimmers are affiliated will be advised of the team details.
3. When a representative team is required the Swimming Manawatū Selectors will select members of the team in line with Swimming Manawatū selection criteria. Availability of swimmers is to be confirmed with Club Race Secretaries. The Swimming Manawatū Selectors will advise each swimmers Club of their entered events once the team has been confirmed.
4. Notwithstanding the above, the Selectors may delegate to a Team Manager the authority to change relay composition. Any changes made to relay teams are to be made in consultation with coaches in attendance and after consideration of performances produced at the meet.
5. Annually on 30 June each Selector will independently pull swimmer results for use in the selection of RAGE Award recipients. Each Selector will compile from their data a list of RAGE Award recipients. In age groups where there is a disparity in recipients the results of the swimmers involved will be investigated to confirm the winner.

A3

Policy: Management Committee / Sub-Committee Meetings

Objective: To clarify attendance at these meetings

Explanation

1. Management Committee Meetings are closed. Invitations to attend Management Meetings may only be extended by the Chairperson of Management.
2. Sub-committee meetings are open meetings. Any registered member of Swimming Manawātū is welcome to attend any sub-committee meeting.

Meeting details for sub committees can be obtained from the Swimming Manawātū Administrator.

A4

Policy: Recognition of Sponsors

Objective: To ensure Swimming Manawatū Sponsors are appropriately recognised

Procedures:

1. Appropriate recognition and profile shall be given to Swimming Manawatū sponsors whenever possible.
2. Sponsors should be acknowledged on programmes and any other promotional and printed material.
3. Swimming Manawatū will abide by any agreement or understanding offered to any sponsor.

A5

Policy: **Brand Protection**

Objective: **To ensure the correct visual use of the Swimming Manawatū Brand**

1. Swimming New Zealand and Swimming Manawatū shall at all times retain the right to use the Swimming Manawatū Brand within the agreed guidelines.
2. Swimming New Zealand and Swimming Manawatū Board shall at all times retain the right to Veto any use of the Swimming Manawatū Brand.
3. The Swimming Manawatū Board will make the final decision on any matter relating to the Swimming Manawatū Brand.
4. The Swimming Manawatū Board will consider all applications for the use of the Brand. Applicants must have read the SNZ Regional Guidelines document before making any application.
5. Following approval in principle to use the Swimming Manawatū Brand a proof must be produced and submitted to either the Swimming Manawatū Administrator or Board Chair. Written permission to proceed will be given.
7. The Swimming Manawatū Brand may be reproduced with or without the Shield and consideration should be given to both options.
8. The Swimming Manawatū logos must be reproduced either in full colour, black and white or one colour reproduction. The only colours which may be used are white, Black and pantone 369c Green
9. The Swimming Manawatū Brand must be displayed prominently and may not be distorted, stretched or in any way have the importance of the Brand detracted from.

A6

Policy: **Member protection**

Objective: **To provide an environment for members which is safe, free from harassment and abuse, and promotes respectful and positive behaviour and values.**

Swimming Manawātū Inc is committed to focusing on the needs of its members and to honour the rights of all its members and all those it has dealings with.

Swimming Manawātū has adopted the Swimming New Zealand Member Protection Policy which includes:

- Code of Conduct Policy
- Membership Protection Guidelines
- Diversity and Inclusion Policy
- Police Vetting Policy
- Complaints & Discipline Policy

C1

Policy : Carnival flyers

Objective: To create consistency in Carnival flyers

Clubs should submit their carnival flyer to Swimming Manawātū three months prior to the event for approval.

Once approved, the host Club will be notified and the flyer will be posted on the Swimming Manawātū website. The Club may email the approved flyer directly to prospective clubs. Unapproved flyers will not be posted on the Swimming Manawātū website.

Flyers for Swimming Manawātū fixtures will be posted on the Swimming Manawātū website.

Selections from the following template which are pertinent to your meet should be used as a basis of carnival flyers and adapted as necessary.

Meet Name

Date

Venue and pool length (25m / 50m)

Session Dates & Times

Conditions of Entry

Carnival Flyers need to include the following information.

- Age requirements
- Closing date for entries
- Entry fees and payment requirements
- Entry fee refund conditions
- Meet conditions (restrictions, late entry)
- Meet format (timed finals or heats and finals)
- Para swimmer eligibility
- Presentation conditions (if applicable)
- Relay conditions
- Rules the event will be run under
- Special events (eg skins)
- Swimmers who are eligible to enter

Officials are required to report to the referee at the start of warm-up please. Referees, IOTS & the Chief Timekeeper need to report in plenty of time preferably earlier than the start of warm-up.

C2

Policy: Carnival Results

Objective: To establish a process to ensure Swimming Manawātū receives a copy of all meet results where SM swimmers have competed.

To establish a procedure to ensure results from fixtures held in Manawātū comply with the SNZ National database policy.

Procedures

1. The Swimming Manawātū Selectors and Record Officer need all meet results in their database; this is held separately to the SNZ database. ALL clubs that have swimmers competing at any non Manawātū event must ensure that a copy of the meet results is supplied to both the Swimming Manawātū Selectors and Records Officer. These meet results should be *forwarded via* email as a *commlink* file to manswim.selectors@gmail.com and manswimrecords@gmail.com

The Selectors need all results in their databases to produce qualifier reports and for calculating RAGE Awards.

2. It will be Swimming Manawātū's responsibility to forward all Club carnival results to the SNZ database within 2 days of receipt.
3. The Meet Approval Form must be forwarded to the Swimming Manawātū Administrator within 24 hours of the completion of the meet.
4. All time slips should be retained for a period of 12 months.
5. For any fixture where manual times are used the Records Officer will require copies of the original lane slip to be provided. This is to verify that the correct number of watches were on the swimmers and that the computer operator has correctly recorded the time.

C3

Policy: Representative Team Uniforms

Objective: To clarify the procedure for the issuing and wearing of Swimming Manawātū Uniforms

Explanation

Uniform

1. Swimming Manawātū caps will be issued to swimmers who attend National Fixtures where club permission has been given to swimmers to wear these. All regional relay team members will be issued with a cap.
2. Unless a club has been granted exemption from Swimming Manawātū to wear their own club uniform, swimmers are required to wear the SM uniform on the pool deck and the Swimming Manawātū cap when competing.

Shirts

1. Swimming Manawātū representative shirts may be issued for all National Fixtures and Representative Meets. Shirts will not be issued to swimmers who have been directed by their clubs to wear their club uniform on the pool deck. Swimmers are requested to wear dark coloured shorts or pants with the SM shirt.

Please note: The Swimming Manawātū representative shirt and cap may differ between meets.

C4

Policy: **Duty Club Responsibilities**

Objective: **To clarify Duty Club responsibilities at Swimming Manawātū Fixtures**

Procedure

1. If sharing the duty with another club, discuss the roster with them prior to the day.
2. Number of people required:
 - 1x Marshal
 - 1x Announcer (check – Swimming Manawātū may supply)
 - 2x Programme / Raffle Ticket sellers
 - 2x Drinks people
 - 1x Runner
 - 1x Caller
3. Programme / Raffle Ticket sellers should arrive at least 30 minutes prior to the beginning of warm-up and report to meet control.
4. Remainder of the Duty Club Helpers should arrive at the beginning of warm-up.
5. Officials refreshments will be provided by Swimming Manawātū. Bottled water is to be delivered to the officials and also to computer operators, announcer and Marshal. Guidelines will be provided for the preparation of refreshments for the officials break.
6. Ensure that the food preparation area is clean and tidy at the conclusion of the meet / session.

C5

Policy: **Competing Overseas**

Objective: **To confirm the requirements for competing overseas**

Individuals and Club Teams

Individuals and club teams must receive written approval from SNZ to compete internationally.

All names of swimmers, team manager, coaches and other officials must be provided on the SNZ application form prior to departure.

Members' Responsibility

All members whether competing as an individual or part of a club team will act in a manner which complies with the Swimming New Zealand Membership Policy.

Results

Results must be sent to the Swimming Manawātū Selectors on a regular basis.

Records

Swimmers have 28 days from the actual swim to submit an application for a Swimming Manawātū record.

If the swimmer is going to be out of New Zealand for longer than 28 days – any application (including all relevant details and paperwork) is to be submitted within 7 days of the swimmers return

C6

Policy: National Event Penalty Fees

Objective: To clarify the protocols which will be followed should any fines / fees be imposed on Swimming Manawātū at National Fixtures

Fines at National Fixtures

Any fine/s imposed on Swimming Manawātū by Swimming New Zealand for any swimmer indiscretion at a national fixture will be invoiced to the swimmers club.

Protest Fees at National Fixtures

Any Protest Fee is to be paid by the Club to which the swimmer belongs at the time the protest is lodged.

Zonal / Regional Relay Teams

Should a swimmer's withdrawal from a relay team at a national fixture result in the team having to be scratched then the swimmer/s withdrawing shall be liable for the whole entry fee.

Any fees imposed on Swimming Manawātū by Swimming New Zealand as a result of a late relay withdrawal will be invoiced to the club of the swimmer or swimmers withdrawing.

C7

Policy: Minimum Carnival Entries

Objective: To clarify the minimum number of entries in a carnival for Swimming Manawātū Officials to be allocated

The Swimming Manawātū Administrator will check the number of swimmers entered into Club meets once entries have closed.

Where the minimum of 70 swimmers are not entered in a club carnival - the Swimming Manawātū Administrator will stand down the appointed officials for the meet.

The host club may approach the rostered officials and ask if they will attend the meet.

C8

Policy: Club Carnival Dates

Objective: To ensure that the integrity of the Swimming Manawātū calendar is maintained.

Swimming Manawātū will annually set carnival and regional championship dates positioned in the calendar to provide optimum racing for Manawātū swimmers.

Each Club will be allocated one date on which they can hold a designated meet.

Clubs will be requested to submit their preferred carnivals months, in order, from the list circulated by Swimming Manawātū. Any Club which does not submit a list of dates will be allocated a date unless they have advised that they do not wish to run a carnival.

In the event that a carnival is unable to proceed because of circumstances beyond the organisers control Swimming Manawātū will identify an alternative date which does not impact on another Club's scheduled meet.

Any Club which wishes to run a development meet independent of the Swimming Manawātū calendar does not require permission to do so. There are no officials at development meets and none will be appointed by Swimming Manawātū.

C9

Policy : Club Carnivals

Objective: To differentiate between designated and development meets

A designated meet will comply with the minimum requirements for results to be classed as Official. The results will be submitted to the Swimming New Zealand database.

The results of a Development meet will **NOT** be official results. The results will be submitted to the Swimming New Zealand database but generally will not be able to be used as qualifying times for National events.

Swimming Manawatū will allocate the key officials to designated meets.

DESIGNATED MEET - Minimum

- 2 Referees, Regionally qualified or better
- 2 Judges of Stroke, Regionally qualified or better
- 1 Starter, Regionally qualified Starter or better
- 6 Inspectors of Turns, Regionally qualified or better (in 7 / 8 lane pools, 8 qualified IOTs)
- 2 Chief timekeepers

It is the host Club's responsibility to organise:-

- 3 Timekeepers per lane

Trainees may be used in addition to, but not as a replacement for, a qualified official.

DEVELOPMENT MEET

No officials are required, none will be appointed.

It is the host Club's responsibility to organise:

- Minimum of one timekeeper per lane

C10

Policy: Club carnival officials

Objective: To ensure that every club carnival is officiated to a minimum standard

Swimming Manawatū will, twice annually, allocate key officials to each fixture in the Swimming Manawatū calendar. This list will be circulated to all key officials who have a duty in the time period.

The host club is required to:-

- Contact the rostered key officials two weeks prior to the date of the event to confirm that they are available for the meet and to advise them of the warm up and start times for the fixture.
- Organise the number of timekeepers required for the meet. The host Club may request participating Clubs to supply timekeepers on the event flyer.
- Contact details for all officials will be circulated twice annually to each Club Secretary and each Club Officials liaison person plus every official with a duty on the roster.
- The onus for ensuring the minimum number of officials are available cannot be abdicated by compelling participating clubs to provide officials.

In addition to technical officials the following personnel may be required depending on the conditions of the meet:

Marshal
Announcer
Runner
Computer caller
Refreshment people
Awards personnel (medals/ribbons)

C11

Policy : **Carnival Management**

Objective: **To provide clear guidance in regards to Club responsibility in relation to carnival Management**

To host a carnival, Clubs must:-

- Submit a list of months in preferred order for consideration by Swimming Manawātū during the date allocation process.-
- Book the pool venue or ensure that this has been undertaken by Swimming Manawātū on their behalf.
- Submit their flyer for approval a minimum of three months prior to the event.
- Email the approved flyer to clubs as appropriate. Swimming Manawātū will arrange for the approved flyer to be posted on their website.
- Forward at least one set of psych sheets to participating clubs and the Swimming Manawātū website.
- Confirm the availability of the Swimming Manawātū appointed officials.
- Organise the timekeepers and any additional people as appropriate.
- Conduct a pool check within one week of the event and confirm the suitability of the venue.
- Advise participating clubs of any conditions particular to the meet including any health and safety requirements.
- Request Swimming Manawātū equipment as required for the meet – starting system / stopwatches/ marshalling pole/ backstroke wedges/ sound system/ tables/ chairs/ lane pads.
- Email the completed Meet Approval form to the Swimming Manawātū Administrator within 24 hours of the event.
- Email a Meet Manager backup of the meet to the Swimming Manawātū Administrator for processing to the SNZ results database.

C12

Policy: Venue Warm Up procedures

Objective: To ensure competition warm up at all Manawatū venues is conducted in a safe environment

Swimming Manawatū has produced a set of warm up protocols for each Aquatic venue in Manawatū region

It is strongly recommended that Clubs hosting fixtures in these venues use these protocols to ensure that warm up is conducted in the safest possible environment.

The following are able to be downloaded from the Swimming Manawatū website as required for use by Clubs:-

Documents

- Warm up procedure – Dannevirke 25m pool
 - Warm up procedure – Freyberg 25m pool
 - Warm up procedure – Levin 25m pool
 - Warm up procedure – Makino 25m pool
 - Warm up procedure - Whanganui 25m pool
-
- Warm up procedure – Lido 50m pool
 - Warm up procedure – Makino 50m pool

Signs

- You must swim in the direction of the arrows – Odd lane
- You must swim in the direction of the arrows – Even lane
- Sprint Lane

C13

Policy: Fundraising at Swimming Manawatū events

Objective: To provide clarity with regards to the opportunities for Club or Individuals to fundraise at Regional events

Swimming Manawatū will allow Clubs to fundraise at Regional events under the following conditions:-

Winter League events

The duty Club at each Winter League may run a fundraising raffle for their Club.

No Club or individual fundraising is permitted at any of the following events:-

- Manawatū Age Groups
- Manawatū Summer Opens
- Manawatū Winter Opens
- Manawatū Short Course
- Manawatū Secondary School Championships

M1

Policy: Club Registrations

Objective: To establish a process and timeline for Registration of Club Swimmers/Personnel

Procedures

Every person who has paid a fee to be a member of a club must be registered with Swimming Manawātū and Swimming New Zealand via the SNZ Database

- 1 Every member joining a Club is should complete the SNZ Membership form unless the member is completing their application for membership online.
- 2 Every member of a Club must be recorded in the SNZ Database as a member of the Club in one of the following categories:

- Administrator
- Club Swimmer
- Coach
- Competitive Swimmer
- Friend of swimming
- Learn to Swim
- Non voting Technical Official (Timekeeper)
- Recreational
- Volunteer
- Volunteer Coach
- Voting Technical Official (IOT, JOS, Starter, Referee)

M2

Policy: Club Registration Forms

Objective: To Clarify the Information that should be provided and obtained on a Club Registration / Enrolment form

Explanation:

It is strongly recommended that a Club Registration / Enrolment is completed for every club member each season, either electronically or in paper format. The Swimming New Zealand Membership Form should be completed the first time a member registers with a club, if their registration has not been completed on line.

Minimum information that must be collected on a registration form is as follows:

- Member name (in full)
- Address and phone number
- Email (if available)
- Date of birth (day, month & year)
- Type of registration (e.g. competitive swimmer or official etc)
- Date

Information that Clubs must provide on registration / enrolment forms is as follows:

- Club fees
- Privacy Act declaration

The following information could also be provided and / or obtained:

- Safety Act declaration (e.g. The club cannot be held responsible for the safety of children at the pool)
- Request parents / guardians to indicate how they may be able to assist with the running of the club – e.g. learn to become a timekeeper, recording times on club nights, phoning club members about club activities etc

Forms: Registration and Enrolment form
SNZ Application for Membership

M3

Policy: **Member transfers**

Objective: **To clarify the procedure for the transfer of Club Members to another Swimming Club**

Procedure

A member of a club who wishes to transfer to another Club should initiate the process through the SNZ Database. In the event that the member does not have access or for any other reason does not wish to complete the process themselves, the Administrator from either of the Clubs involved, may initiate the process on written instruction from the member wishing to transfer.

Any swimmer transferring for a second time within a three month period is required to stand down for 60 days and during that period may either swim for the club they are transferring from or as an unattached swimmer.

R1

Policy: Swimming Manawatū Records

Objective: To preserve the integrity of Swimming Manawatū (SM) Records and to formalise application requirements

1. Swimmers have 28 days from the date of the actual swim to submit an application for a Swimming Manawatū record. The only exception is for times swum overseas, if the swimmer is going to be out of New Zealand for longer than 28 days – these applications (including all relevant details and paperwork) are to be submitted within 7 days of the swimmer's return.
2. For meets at pools, or events not known to Swimming Manawatū, a copy of the pool survey certificate and a list of the technical officials will be required.
3. Only results from meets which are approved by SNZ are eligible to be used for records. The best time on the day will be the one recognised.
4. Except where electronic timing is used, three separate manual watches shall be recorded.
5. Records established with Electronic timing – all meets including National Events
The swimmer / Club shall be responsible for providing the Swimming Manawatū Records Officer with a completed Record Application form together with a copy of the relevant race result. The Referee and Chief Timekeeper's signatures are *not* required. The Swimming Manawatū Records Officer shall verify the results.
6. Records established within Regional Boundaries – manual timing
The swimmer/club shall be responsible for forwarding the completed Record Application form to the Swimming Manawatū Records Officer. A copy of the appropriate lane slip showing three manual times and the final time shall be attached. The Meet Referee and Chief Timekeeper shall sign the Application form.
7. Records established outside Regional Boundaries – manual timing
The swimmer / Club shall be responsible for forwarding the completed Record Application form to the Swimming Manawatū Records Officer. A copy of the appropriate lane slip showing three manual times and the final time shall be attached. The Meet Referee and Chief Timekeeper shall sign the Application form.

EXCEPTION: In any instance where a Manawatū swimmer becomes the holder of a New Zealand record the ratified time for the event will automatically become a Manawatū Record.

Note:

- The SM Records Officer shall not be responsible for the identification of records
- No performance by a swimmer shall be recognised as a Record until ratified

Forms: Application for Records

T1

Policy: Travel Support for Officials attending National Fixtures

Objective: To set the Subsidy Amount for Official's Travel Payments

Travel Payment

Nationally qualified Manawatū officials who work at a Swimming Manawatū sanctioned meet on at least 8 occasions during the preceding season can apply for a travel subsidy to attend SNZ National Fixtures.

The subsidy schedule will be set annually.

To qualify for payment officials must attend every session of the National Fixture.

T2

Policy: **Technical Officials Convenors**

Objective: **To clarify the process of appointing Technical Officials Convenors and the duties that they perform**

Explanation

1. Nominations for the positions of Convenors of Timekeepers, Inspector of Turns, Starters and Referees shall be received at the Annual General Meeting of Swimming Manawātū.
2. The four elected Convenors are responsible for undertaking all regional officials' assessments. Where the elected Convenor is not a nationally qualified referee the other members of the Convenors panel, who are nationally qualified referees, shall undertake the assessments pertaining to that area of responsibility.
3. A Convenor is not confined to their area of responsibility and may undertake any assessment as required.
4. The Convenor shall receive all applications for assessment from the Swimming Manawātū Administrator. It shall be the Convenors responsibility to arrange a mutually convenient swim meet for assessment, both theory and practical, to take place.
5. Wherever possible assessment is to take place within one month of the application form being received by the Convenor.
6. The Convenors panel shall twice annually appoint the key officials for all Swimming Manawātū fixtures, Club Carnivals and any other meets as necessary. Where required the Convenor of Timekeepers shall allocate to clubs the number of timekeepers they need to supply.

T3

Policy: Technical Officials Assessments

Objective: To establish a process for applying to sit Regional Assessments and National Technical Officials Assessment

Procedures – Regional Assessments

1. All applications for regional technical assessments must be completed using the assessment application form and forwarded to the Swimming Manawātū Administrator who will forward the form to the appropriate Convenor.

The applicant should have experience at Club level before applying for Timekeeper assessment. Rule book familiarisation is required.

2. Once the Convenor has received the application form it is their responsibility to contact the applicant to arrange a mutually convenient swim meet for the assessment, both theory and practical, to take place.

Wherever possible the assessment is to take place within one month of the application form being received by the Convenor.

All assessments must be undertaken at a Swimming Manawatū fixture i.e. club nights are not acceptable.

3. The Convenor will advise Swimming Manawatū in writing of any applicants passing an assessment which will duly be noted in the Management Meeting Minutes. The Officials List will then be updated accordingly.

4. A training card must be kept by the trainee.

Procedures – National Assessment

- 1 Applications for National assessments should be forwarded to the Swimming New Zealand Technical Advisory Committee regional representative who will contact the applicant to arrange assessment.

Forms: **Swimming Manawatū Application to Sit Technical Assessment**
- Timekeeper
- IOT/Starter/Referee/JOS

Policy Review Dates

Administration

P	N	Title	Reviewed	Next
A	1	NZ Record Payments	May 2022	Dec 2023
A	2	Swimming Manawātū Selectors	May 2022	Mar 2024
A	3	Management and Sub-Committee Meetings	May 2022	Jun 2023
A	4	Recognition of Sponsors	May 2022	Oct 2023
A	5	Brand Protection	May 2022	Dec 2023
A	6	Member Protection	May 2022	Dec 2023

Competition

C	1	Carnival Flyers	May 2022	Dec 2023
C	2	Carnival Results	May 2022	Apr 2024
C	3	Representative Team Uniforms	May 2022	Jun 2023
C	4	Duty Club Responsibilities	May 2022	Jul 2023
C	5	Competing Overseas	May 2022	Jul 2023
C	6	National Fixture Entries	May 2022	Oct 2023
C	7	National Fixture Protocols	May 2022	Oct 2023
C	8	Minimum Carnival Entries	May 2022	Dec 2023

Membership

M	1	Club Registrations	May 2022	Jun 2023
M	2	Club Registration / Enrolment Forms	May 2022	Jun 2023
M	3	Club Transfers	May 2022	Jun 2023

Records

R	1	Swimming Manawātū Records	May 2022	Jun 2023
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Technical

T	1	Travel Support for Officials attending National fixtures	May 2022	Jun 2023
T	2	Technical Officials Convenors	May 2022	Aug 2023
T	3	Technical Officials Assessments	May 2022	Aug 2023