



**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.

Swimmers must be residing permanently in the Manawatu area to receive Swimming Manawatu New Zealand Record performance payments.

Policy: National Fixture Team Manager Duties

Objective: Detailing the expectations of a Regional Team Manager at a National event

General

Swimming Wellington and Swimming Manawatu have agreed to appoint a single Poolside Manager to represent both Regions for National and some Regional/Zonal Meets. The appointment will be made by Swimming Wellington after consultation between the Regions. All arrangements are to be made in conjunction with the Swimming Wellington Operations Manager. Preference for travel needs to be advised, but it is recommended that accommodation should be organised separately from any club.

Duties and Responsibilities Poolside

- Ensure you represent the Region at the pre-meet briefing, checking start times for all relevant meetings prior to departure. All relevant information can be obtained from the SNZ website www.swimmingnz.org.nz/competition/competition-calendar and look for the relevant event
- Ensure you have a sufficient supply of current forms from the SNZ web i.e. NZ Records, Wgtn and Manawatu Records, scratching forms etc. These should be in the Team Managers folder received from the Operations Manager
- Arrive at the pool prior to warm up for each session, 15 minutes prior to the teams arriving, in particular the first day to ensure seating provided for region is satisfactory
- Be familiar with the full Wellington and Manawatu swimmer lists and the session entries for the swimmers, this to include relay team composition
- Distribute Wellington and Manawatu caps as applicable [to relay members]
- Liaise with the Club Managers and Coaches
- Be familiar with the meet rules, especially for withdrawal, false starts, protests and relay selection processes
- Ensure dress and behaviour codes are adhered to as necessary
- Communicate all withdrawals, alterations etc to the recorders
- Check results for Wellington/Manawatu Records [AM/PM sessions]
- Have appropriate paperwork and Meet Records completed and sent immediately upon return to the Swimming Wellington Operations@swimwn.co.nz and Swimming Manawatu admin@manswim.org.nz or [envelope is supplied in the TM's folder] – Records should be received within 21 days of the completion of the Meet for Records to be recognised.
- Prepare and submit all protests on the correct form and within the required timeframe, ensure that protest Club provides the fee of \$100 [Cash only – cheques not accepted]
- Respond to all calls for the Wellington / Manawatu Team Manager
- Collect all results and distribute to the Club Team Managers as and when applicable.
- Ensure that all Club Team Managers are aware that they are responsible for their swimmers 24 hours a day
- Ensure both Manawatu and Wellington Clubs sit within their allocated seating area. If Clubs choose to sit elsewhere at the Pool they will need to be informed to collect information from you e.g. Results etc. You should not chase them if they have moved away from the allocated area.
- Attend any meetings called, in the capacity of Manager of the Swimming Wellington/Swimming Manawatu Region
- Outstanding achievement/records – please contact Greg Forsythe 027 694 3464 with any outstanding achievements from the Wellington regions swimmers, for publicity purposes.

After the Meet

- Submit meet reports to both Swimming Wellington and Swimming Manawatu as soon as possible after the conclusion of the meet. This Report template can be found on the website with a copy of the format attached provided in this brief (most of the information required will be provided in the Meet Manager results summary). Also welcomed are any comments on the meet, swimmers, arrangements etc, so that any improvements or appropriate action can be taken. The Swimming Wellington Board publishes the Wellington Team Managers report in the Annual Report. If the Manager has matters of a sensitive nature, then an additional confidential report should be submitted – this Confidential report will only be circulated to Board Members.
- Submit an expense claim with appropriate documentation and receipts [template on website] format of expense sheet is provided with this brief.
- Return all equipment to the Operations Manager and Administrator within a week of returning from the Meet
- Be aware that you have the heartfelt thanks of both Swimming Manawatu and Swimming Wellington and the swimmers for having undertaken this task on their behalf.

Preparation

Before the meet ensure you have a copy of;

- ✓ Psych sheets and original entry forms via the Selectors [updated times asswum]
- ✓ Team Lists
- ✓ Current records, and all the necessary forms
- ✓ SNZ scratching, protest, relay etc.
- ✓ Caps will be obtained from the Operations Manager

GOLDEN RULE: if in doubt, ask an official with experience for help or advice. You can also call the Operations Manager 04 5600381 or 027 5021854; or Selectors (for relay selections) 021 620610

FINA RULE BOOK in Team Managers Bag

WITHDRAWALS SNZ Regulation

3. Withdrawals

In all competitions, a competitor or team not wishing to take part in a preliminary final, semi final and final in which qualification was earned, should withdraw within 30 minutes from posting of the preliminaries or the semi-finals results of the event. Any competitor or team who withdraws from preliminary finals, semi-finals and finals more than 30 minutes after the preliminary or semi final in which qualification was earned shall pay without excuse to SNZ a fee as determined by SNZ.

Withdrawal Fee: \$50.00

For timed finals withdrawals, must be advised by the end of the session preceding the start of the timed final event, i.e. the day before.

PROTESTS:

Check your facts on this before entering a protest, and watch the timeframe. At National Meets a disqualification slip is completed for each occurrence, stating the reason. This is not advised to the swimmer at the time. The first indication is usually an IOT given a slip to the Chief IOT, who hands onto the Referee.

SNZ Regulations

4. Protests

4.1 Protests are possible

4.1.1 If the rules and regulations for the conduct of the competition are not observed

4.1.2 If other conditions endanger the competitions and/or competitors, or

4.1.3 Against decisions of the Referee; however no decision shall be allowed against decision of fact

4.2 Protests must be submitted:

- 4.2.1** To the Referee
- 4.2.2** In writing
- 4.2.3** By the responsible Team Manager only
- 4.2.4** Together with a fee as determined by SNZ (usually \$100.00)
- 4.2.5** Within 30 minutes following the conclusion of the respective competition
- 4.2.6** If conditions causing potential protest are noted prior to the event a protest must be lodged before the signal to start is given

4.3 All protests shall be considered by the Referee. If he rejects the protest, he must state the reasons for his decisions. The Team Manager may appeal the rejection to the Jury of Appeal whose decision shall be final.

4.4 If the protest is rejected, the deposit will be forfeited to SNZ. If the protest is upheld the deposit will be returned.

4.5 Protest procedure:

- The Club Team Manager fills out the protest form and signs it
- The Regional Team Manager takes the signed form to the recorders desk
- Await further instructions from the control room supervisor

Protest Fee: \$100.00

RESULTS:

Are placed in the Regional Team Managers bag at the pool. You distribute them to the Club Team Managers. Club Team Managers/Coaches are not allowed to take anything from the Regional Team Managers Bag. If more results/programmes are required – asked the Meet Director to increase the number for the Wellington / Manawatu Zone. Results can be found on the Boards around the pool or it is a good idea to have Meet Mobile active for quick results at your fingertips. It will be necessary to ensure Coaches/Club Managers are aware of any final swims in their teams.

TEAM MANAGERS:

Your appointment is for poolside only. You are not expected to be an arbitrator for “domestic matters” which are the concern of the Club Manager, their coaches and parents. You will normally have been provided with the original entry forms submitted by clubs, in case there is a need to verify submitted entries.

The Regional Boards view seriously any bad behaviour or legal misdemeanour as this always impacts on the performance of teams and the reputation of our Region and Sport. All matters of misconduct are to be reported to the Board for its deliberation. The severity of the misconduct, the swimmer’s previous record and the explanation of the swimmer will be taken into account. The Board may decide on any punitive action from a warning to exclusion of future away meets.

For significant misconduct whilst away the Poolside Manager may exercise the Boards authority given to him/her by consulting the manager of the team of the swimmer concerned. If the misconduct cannot be resolved between them, the Poolside Manager will inform the club team manager that he/she is going to the Meet Director for help and a ruling.

RELAY TEAMS:

Relay teams are selected prior to departure, but there may be a need to change these due to illness or current form.

If you have concerns about current form, you should discuss this with a swimmers Coach. If alterations to relay team should be required, then it should be done in the following manner. Look at the form of all swimmers who have already swum.

- Spilt times in relays already swum are **NOT** to be considered unless it is the first swimmer in that relay.

- Decide on the best combination of swimmers according to time and event
- Notify the final team, this can be done if you wish in consultation with but not influenced by Club Managers and Coaches.
- The swimmers are required to wear Wellington/Manawatu Caps when they swim in a Wellington/Manawatu Relayteam.
- Ensure Club Managers/Coaches/swimmers are aware of the order of swimming. All swimmers are required to go to marshalling unless advised otherwise at the Team Managers meeting.
- Swimmers who take part in the heats in the morning may be entitled to a proportion of the share of medal placing should the evening team be placed in the top three.

Relays team must be submitted at the beginning of each session that the relay event is taking place, more than 30 minutes before the scheduled start time.(within the first half hour of warm-up is best).

HELPFUL TIPS:

- Update your 50/100 times for swimmers – this helps in the selection of relayswimmers.
- Write out relays team on a piece of paper for the session and copy for Club TM's & Coaches.
- Substitute swimmers are no longer permitted to replace injured or ill swimmers so ensure that the team members are made aware of this.
- If a swimmer is injured, first talk to the Coach, Swimmer and then withdraw the team, remember the team member's health is more important.
- Some National competitions change the sequence of events swum in finals sessions. Ensure you check and bring this to the attention to Coaches/Swimmers - this can affect withdrawals from events and costly fines.
- Results – Coaches/ Swimmers enjoy seeing the medal standing and records broken on a daily basis. Enclosed is a form that will help you present this to them.
- Relays – always ensure you are fair to all swimmers; check the makeup of teams on a daily basis to ensure the best team is swum. You may find that you will need to change the team from the morning to the afternoon session. Ensure you have all valid reasons on paper to make changes and discuss with the coaches prior to entering changes with the meet management. Again, you have 30 minutes after the start of warm up to make the required changes.
- Records; it's good to write down the record times on your psych sheets before you go. This makes it easy to transfer to meet program, ensuring that you have all ages noted.
- Attached are some sheets which help with the daily recording of information which you need at your finger tips.
- Most importantly you must remember you are the representative of both region for all swimmers/clubs and they must be considered in a fair and equal manor, the final decision on teams lies with the regional manager.
- You will be given an advance to meet the expenses of Team Manager. A food allowance of \$35 per day is allocated however out of pocket expenses will not be reimbursed without a receipt so please ensure you keep receipts. Your reconciliation should be filed as quickly as possible and any reimbursements should be paid into **030502-0166158-00 Wellington Swimming Association**, with a copy of return to the Operations Manager, Swimming Wellington.

ENJOY YOURSELF:

In the main, be prepared for “work” at the end of each session and a little at the beginning of the next.

A3



Policy: Swimming Manawatu Selectors

Objective: To clarify the Selectors Role

Explanation

1. The Selection panel consists of 2 members both of whom are appointed by the Swimming Manawatu Board annually.
2. The Manawatu Selectors shall upload to the website during the first week of each month the latest qualifiers for National Fixtures. Only swimmers who have advised the Selectors they are available for Relay Teams will be considered for selection.
4. The Selectors may enter relay teams, including swimmers names for all National Meets via the SNZ Database. The Selectors shall provide the Regional / Zonal Team Manager appointed to the fixture with all information relevant to the meet.
4. The Selectors shall collate the information to enable the Regional Administrator to:
Send information letters to the swimmers
6. The Swimming Manawatu Selectors will select members of Representative Teams in line with Swimming Manawatu selection criteria. Availability of swimmers is to be confirmed with Club Race Secretaries. The Swimming Manawatu Selectors will advise each swimmers entered events once the team has been confirmed.
7. Notwithstanding the above, the Selectors may delegate to the Regional / Zonal Team Manager All changes to any entered relay teams are to be made in consultation with coaches in attendance and after consideration of performances produced at the meet.

A4

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 Manawatu is welcome to attend any Event sub-committee meeting.

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

A5

Policy: Recognition of Sponsors

Objective: To ensure Swimming Manawatu Sponsors are appropriately recognised

Procedures:

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

A6



Policy: Brand Protection

Objective: To ensure the correct visual use of the Swimming Manawatu Brand

1. Swimming New Zealand and Swimming Manawatu shall at all times retain the right to use the Swimming Manawatu Brand within the agreed guidelines.
2. Swimming New Zealand and Swimming Manawatu Board shall at all times retain the right to Veto any use of the Swimming Manawatu Brand.
3. The Swimming Manawatu Board will make the final decision on any matter relating to the Swimming Manawatu Brand.
4. The Swimming Manawatu 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 principal to use the Swimming Manawatu Brand a proof must be produced and submitted to either the Swimming Manawatu Administrator or Board Chair. Written permission to proceed will be given.
7. The Swimming Manawatu Brand may be reproduced with or without the Shield and consideration should be given to both options.
8. The Swimming Manawatu 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 Manawatu Brand must be displayed prominently and may not be distorted, stretched or in any way have the importance of the Brand detracted from.

A7



Policy: Complaint and Disciplinary Procedure

Objective: To ensure the correct procedure for dealing with Complaints and Disciplinary matters

Swimming Manawatu 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 Manawatu Inc has adopted:

- The Swimming New Zealand Complaint Policy
- The Swimming New Zealand Disciplinary Policy

C1



Policy : Carnival flyers

Objective: To create consistency in Carnival flyers

Clubs should submit their carnival flyer to Swimming Manawatu three months prior to the event for approval. Please refer Swimming Manawatu Policy C1 B for guidance.

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

Each Club application is to advise whether the meet will be run as a LEVEL ONE or LEVEL TWO meet. Refer Swimming Manawatu policy C11 for guidance.

Flyers for Swimming Manawatu fixtures will be distributed to Clubs and Regions via email. They will be posted on the Swimming Manawatu website

Policy: Carnival flyer guidelines

Objective: To establish consistency in Carnival flyers

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

- Competitive and Club swimmers are eligible to enter
- The meet will be conducted under FINA Rules, SNZ Regulations and Para Rules except where local meet rules and conditions apply
- Para swimmers must present their classification card prior to the commencement of the meet.
- Events will be swum as *heats & finals / timed finals*
- Age as at (the first day of the meet)
- Entry Fees are: Individual Entry..... Relay Entry..... GST inclusive
- Entries close - Day and Date..... through the SNZ Database.
- Payment of entry fees to be made at the time of entry or to bank account number xxxxxx xxxxxxxx xx
- *Restriction on the refund of entry fees i.e. No refunds after psych sheets have been released without a medical certificate*
- The Club reserves the right to restrict entries should the need arise
- Submission of entries constitutes acceptance of these Meet Conditions
- Late entries will be at the Meet organisers discretion based on lane space availability. Late entry fee \$10.00 per event. Swimmers will not be eligible for prizes or points. These will be swum as exhibition swims only
- The host club will endeavour to ensure that there is a full complement of officials, any assistance with timekeepers would be greatly appreciated

In addition, the following information may have relevance. It may need to be included in the flyer; or need to be imparted to participants prior to the day of the meet or commencement of the first session. Amend as required for specific meets

Specific Meet Rules

6 Protests shall be lodged as per SNZ Regulation 4 accompanied with the \$100.00 fee in cash.

Scratchings / Withdrawals

Advise any information relevant to the meet

Warm Up

- 1 As per Swimming Manawatu warm-up procedure guidelines
*(Warm-up is the responsibility of the clubs, coaches and swimmers involved. **Officials are not responsible for managing or controlling the warm-up procedures**)*
- 2 Pool entry will be feet first in all general lanes
- 3 Lanes and will become sprint lanes at (time)

Marshalling

- 1 Marshalling will be at
- 2 All swimmers must marshal for their events
- 3 Swimmers should be in the marshalling area four (4) races prior to their event for distances of 200m and under and at least two (2) races prior for 400m and above distances

Relays – e.g. ages and mixtures and qualification needs to be specific e.g.

- 1 All relay swimmers must compete in an individual event at this meet to be eligible to compete in the relays. If a swimmer swims up an age group for a relay in the **meet**, they may not swim for their own age group relays as well

Awards – e.g. medals, towels, age groupings, points etc

Special Events - Any special Club events such as skins etc need to be detailed

Meet Organiser.....

Officials Convenor

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

Policy: Carnival Results

Objective: To establish a process to ensure that Swimming Manawatu receives a copy of all carnival results that SM swimmers have competed at

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

Procedures

1. Swimming Manawatu needs all meet results in their database. Any club who has swimmers competing at any local or any out of Region fixture must ensure that a copy of the meet results are supplied to Swimming Manawatu Selectors and Records Officer. These meet results should be *forwarded via* email as a *commlink* file.

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

2. It will be Swimming Manawatu'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 Manawatu Technical Convenor within 1 day-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 recorded the Records Officer will request 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.

C4



Policy: Representative Team Uniforms

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

Explanation

Uniform

1. Swimming Manawatu caps will be issued for all National Fixtures and Representative 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 swimming club has been granted written exemption from Swimming Manawatu to wear their own club uniform, swimmers are required to wear the SM uniform on the pool deck and Swimming Manawatu cap when competing.

Shirts

1. Swimming Manawatu 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 Manawatu representative shirt and cap may differ between meets.

C5



Policy: Duty Club Responsibilities

Objective: To clarify Duty Club responsibilities at Swimming Manawatu 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
 - 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 the Race Secretary.
4. Remainder of the Duty Club Helpers should arrive at the beginning of warm-up.
5. Officials refreshments will be provided by Swimming Manawatu as well as disposable cups and tea towels. 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.

C6



Policy: Competing Overseas

Objective: To confirm the requirements for competing overseas

Individuals and Club Teams

1. Individuals and club teams must receive written approval from SNZ to compete internationally.
2. All names of swimmers, team manager, coaches and other officials must be provided on the SNZ application form prior to departure.

Members' Responsibility

1. All members whether competing as an individual or part of a club team will act in a manner which complies with the Swimming Manawatu Code of Behaviour and the Swimming New Zealand Code of Conduct.

Results

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

Records

1. Swimmers have 28 days from the actual swim to submit an application for a Swimming Manawatu record.
2. 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

Policy: National Fixture Protocols

Objective: To clarify the protocols to follow should any fines / fees be imposed on Swimming Manawatu at National Fixtures

Fines at National Fixtures

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

C8



Policy: Minimum Carnival Entries

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

Carnival Entries

The host Club must advise the Swimming Manawatu Administrator no closer than one week prior to their meet the number of swimmers who have entered.

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

The club may however approach these officials to ask if they wish to continue to officiate.

Policy: *Club Carnival Dates*

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

Applications for Club carnival dates will be requested for a full calendar year and be required to be submitted by Clubs to Swimming Manawatu by the end of June of the preceding year. Swimming Manawatu will remind Clubs of this closing date.

Any Club which wishes to hold a carnival after the calendar has been published will be required to:

Make a written application to the governing body of Swimming Manawatu which comprises:-

- A flyer for the requested meet which includes the venue, date and time together with a list of events and meet conditions.
- A proposal which includes the rationale as to why the meet is required and the benefit that the meet offers to Swimming Manawatu swimmers that is not being provided by other scheduled meets.

A successful application will incur a late carnival application fee which will be determined by Swimming Manawatu on an annual basis.

NOTE

Should a Club wish to change their allocated carnival date the same process will apply.

C10



Policy : Club Carnival Grading

Objective: To differentiate between official and fun Club carnivals

Each club is to advise, when applying for a carnival, the level of meet which it will be running.

The results of a LEVEL ONE 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 LEVEL TWO meet will **NOT** be official results. The results may be submitted to the Swimming New Zealand database but are not able to be used as qualifying times.

Swimming Manawatu will allocate the key officials to carnivals relative to the level of meet applied for.

LEVEL ONE - 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 lane pools, 8 qualified IOTs)

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.

LEVEL TWO

- 1 Referee, Manawatu qualified or better
- 1 Judge of Stroke, Manawatu qualified IOT or better;
- 1 Starter (qualified)
- 2 qualified IOTs

It is the host Club's responsibility to organise:

- Minimum of one timekeeper per lane

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

Policy: Club carnival officials

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

Swimming Manawatu will, twice annually, allocate to each fixture in the Swimming Manawatu calendar, the number of officials appropriate to the level of meet which has been applied for. 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 the warm up and start times for the fixture.
- Organise the minimum number of timekeepers required for the meet. Clubs may contact any timekeeper; they are not restricted to those who are members of their own club.
- 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)

Policy : Carnival Management

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

To host a carnival, Clubs must:-

- ✧ Complete and submit an application form for a carnival to Swimming Manawatu by the required time or be granted approval under policy C10.
- ✧ Book the pool venue or ensure that this has been undertaken by Swimming Manawatu 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 Manawatu 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 Manawatu website.
- ✧ Confirm the availability of the Swimming Manawatu appointed officials.
- ✧ Organise the timekeepers and any additional officials as appropriate to the level of meet being run.
- ✧ Conduct a pool check within one week of the event and confirm the suitability of the Public Address system and seating for competitors, team management and officials. Make alternative arrangements as necessary.
- ✧ Advise participating clubs any conditions particular to the meet including any health and safety requirements.
- ✧ Email the completed Meet Approval form to the Swimming Manawatu Technical convenor with 24 hours of the event.
- ✧ Email results to results@manswim.org.nz for processing to Take Your Marks and the SNZ results database.

Policy: Venue Warm Up procedures

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

Swimming Manawatu has produced a set of warm up protocols for each Aquatic venue in Manawatu 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 Manawatu website as required for use by Clubs:-

Documents

- Warm up Procedure – Freyberg 25m pool
- Warm up Procedure – Makino 25m pool
- Warm up Procedure – Levin 25m pool
- Warm up Procedure – Dannevirke 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

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 New Zealand through their Regional Association via the SNZ Database

- 1 Every member joining a Club is required to complete the SNZ Membership form unless the member is completing their application for membership on line.
- 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
- Competitive Swimmer
- Learn to Swim
- Non voting Technical Official (Timekeeper)
- Professional Coach
- 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:

Club Registration / Enrolment must be completed for every club member each season. In addition the Swimming New Zealand Membership Form must be completed the first time a members registers with a club.

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 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: Club 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 for either of the Clubs, involved may initiate the process on written instruction.

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 Manawatu Records

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

1. Swimmers have 28 days from date of the actual swim to submit an application for a Swimming Manawatu 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 swimmers return.
2. For meets at pools, or events not known to Swimming Manawatu, 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 - National Meets
The Swimming Manawatu appointed Team Manager will provide the Swimming Manawatu Records Officer with a completed Record Application form together with a copy of the relevant race result. The Referee and Chief Timekeeper signatures are *not* required. The Swimming Manawatu Records Officer shall verify the results.
6. Records established with Electronic timing – other
The swimmer shall be responsible for providing the Swimming Manawatu 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 Manawatu Records Officer shall verify the results.
7. Records established within Regional Boundaries – manual timing
The swimmer/club shall be responsible for forwarding the completed Record Application form to the Swimming Manawatu 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.
8. Records established outside Regional Boundaries – manual timing
The swimmer shall be responsible for forwarding the completed Record Application form to the Swimming Manawatu 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.
9. EXCEPTION: In any instance where a Manawatu swimmer becomes the holder of a New Zealand record the ratified time for the event will automatically become a Manawatu 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 Manawatu Officials attending National Fixtures

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

Travel Payment

Nationally qualified officials who work at a Swimming Manawatu sanctioned meet on at least 8 occasions during the preceding season can apply for a travel subsidy to 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 Manawatu.
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 Manawatu Administrator. It shall be the Convenors responsibility to arrange a mutually convenient swim meet for assessment, both theory and practical, to take place.
5. Unless there are extraordinary circumstances, assessment is to take place within one month of the application form being received by the Convenor.
6. The Convenors panel shall meet twice annually as required to appoint the key officials for all Swimming Manawatu fixtures, Club Carnivals and any other meets as necessary. The Convenor of Timekeepers shall allocate clubs a number of timekeepers to supply at each Swimming Manawatu fixture.

Policy: Technical Officials Assessments

Objective: To establish a process of 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 Manawatu 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.

Unless there are extraordinary circumstances 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 Manawatu fixture i.e. club nights are not acceptable.

3. The Convenor will advise Swimming Manawatu 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 Manawatu Application to Sit Technical Assessment
- [Timekeeper](#)
- [IOT/Starter/Referee/JOS](#)

Policy Review Dates



Administration

Part	No.	Title	Reviewed	Next Review
A	1	NZ Record Payments	May 2017	Oct 2018
A	2	National Fixture Team Manager Reimbursements	May 2017	Oct 2018
A	3	Swimming Manawatu Selectors	May 2017	Oct 2018
A	4	Management Committee / Sub-Committee Meetings	May 2017	Oct 2018
A	5	Recognition of Sponsors	May 2017	Oct 2018
A	6	Brand Protection	May 2017	Oct 2018
A	7	Complaint / Grievance	May 2017	Oct 2018

Competition

C	1	Carnival Flyers	May 2017	Oct 2018
C	2	Carnival Entries	May 2017	Oct 2018
C	3	Carnival Results	May 2017	Oct 2018
C	4	Representative Team Uniforms	May 2017	Oct 2018
C	5	Duty Club Responsibilities	May 2017	Oct 2018
C	6	Competing Overseas	May 2017	Oct 2018
C	7	National Fixture Entries	May 2017	Oct 2018
C	8	National Fixture Protocols	May 2011	Oct 2018
C	9	Minimum Carnival Entries	May 2011	Oct 2018

Membership

M	1	Club Registrations	May 2011	Oct 2018
M	2	Club Registration / Enrolment Forms	May 2011	Oct 2018
M	3	Club Transfers	May 2011	Oct 2018

Records

R	1	Swimming Manawatu Records	May Oct 2018
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Technical

T	1	Travel Support for Manawatu Officials attending National Fixtures	May 2011	Oct 2018
T	2	Technical Officials Convenors	May 2011	Oct 2018
T	3	Technical Officials Assessments	May 2011	Oct 2018

*Attached:
Officials Examination Form
National Technical Officials Exam Application*
