



Swimming
MANAWATU

**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 \$100.00 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. If a representative team is required the Swimming Manawatū Selectors will select members of the team. Availability of swimmers will be confirmed with Club Race Secretaries. The Swimming Manawatū Selectors will advise each swimmer's 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 reviewed 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 Management Committee.
2. Sub-committee meetings are open meetings. Any registered member of Swimming Manawatū is welcome to attend any sub-committee meeting.

Meeting details for sub committees can be obtained from the Swimming Manawatū 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 Manawatū shall retain the right to use the Swimming Manawatū Brand within the agreed guidelines.
2. The Swimming Manawatū Board will 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.
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 Manawatū 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 Manawatū 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
- Anti Match fixing and Sports Betting Policy
- Privacy Policy

C1

Policy : Carnival flyers

Objective: To create consistency in Carnival flyers

Clubs should submit their carnival flyer to Swimming Manawatū for approval.

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

Flyers for Swimming Manawatū fixtures will be posted on the Swimming Manawatū 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 - if any
- 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)
- Multi Class swimmers eligibility (medals / ribbons)
- Presentation conditions (if applicable)
- Relay conditions
- Rules the event will be run under
- Special events (e.g. skins)
- Swimmers who are eligible to enter
- Clarity in regards to eligibility to win prizes

Officials are required to report to the referee at the start of warm-up please.

C2

Policy: Carnival Results

Objective: To ensure Swimming Manawatū receives a copy of all meet results where SM swimmers have competed.

To ensure results from fixtures held in Manawatū comply with the SNZ National database policy.

Procedures

1. The Swimming Manawatū 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 Manawatū event must ensure that a copy of the meet results is supplied to both the Swimming Manawatū 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 in order to calculate RAGE Awards.

2. It is Swimming Manawatū'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 Manawatū 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 a copy of the original lane slip. This is to verify that the correct number of watches were on the swimmer's lane and that the computer operator has correctly recorded the time.

C3

Policy: Representative Team Uniforms

Objective: Provision of Swimming Manawatū Uniforms

Explanation

Uniform

1. Swimming Manawatū 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. Swimmers who are members of Clubs that have agreed to wear SM uniform are required to wear the SM representative shirt on the pool deck and the Swimming Manawatū cap when competing.

Swimmers from Clubs who have declined SM representative shirts will be offered the opportunity to purchase these.

Shirts

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

C4

Policy: **Duty Club Responsibilities**

Objective: **Responsibilities at Swimming Manawatū 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 (check if meet is self marshalled)
 - 1x Announcer (check – Swimming Manawatū may supply)
 - 2x Programme sellers
 - 2x Drinks people
 - 1x Runner
 - 1x Caller
3. Programme 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 Manawatū. Water is to be delivered to the officials and also to computer operators, announcer and Marshal. Prepackaged food may need to be taken round the pool deck during the meet.

C5

Policy: **Competing Overseas**

Objective: **Requirements for competing overseas**

Individuals and Club Teams

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

The Jotform on the SNZ website must be used to apply for clearance to travel and compete overseas.

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 Manawatū Selectors on a regular basis.

Records

Swimmers have 28 days from the actual swim to submit an application for a Swimming Manawatū 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 Manawatū at National Fixtures

Fines at National Fixtures

Any fine/s imposed on Swimming Manawatū 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 Manawatū 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 Manawatū Officials to be allocated

The Swimming Manawatū 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 Manawatū 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 Manawatū calendar is maintained.

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

Each Club will be allocated one date on which they can hold an official meet.

In the event that a carnival is unable to proceed because of circumstances beyond the organisers control Swimming Manawatū 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 Manawatū calendar does not require permission to do so.

C9

Policy : Club Carnivals

Objective: To differentiate between official and development meets

An official 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 be submitted to the Swimming New Zealand database but will not be able to be used as qualifying times for National events.

Swimming Manawatū will allocate the key officials to designated meets.

OFFICIAL 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

It is the host Club's responsibility to organise all officials:

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.

Swimming Manawatū will:-

- Contact the rostered key officials one week 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.

The host club is required to:-

- Organise the number of timekeepers required for the meet. The host Club may request participating Clubs to supply timekeepers on the event flyer; the recommendation is one timekeeper per four swimmers entered.
- 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:-

- Book the venue or ensure that this has been undertaken by Swimming Manawatū on their behalf.
- Should submit their flyer for approval three months prior to the event.
- Email the approved flyer to clubs as appropriate. Swimming Manawatū will arrange for the approved flyer to be posted on the SM website.
- Forward at least one set of psych sheets to participating clubs and the Swimming Manawatū website.
- Confirm the availability of the Swimming Manawatū 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 Manawatū equipment as required for the meet – starting system / stopwatches/ marshalling pole/ backstroke wedges/ sound system/ tables/ chairs/ lane pads.
- Email the completed SNZ Meet Approval form to the Swimming Manawatū Administrator within 24 hours of the event.
- Email a Meet Manager backup of the meet to the Swimming Manawatū 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

No Club or individual fundraising is permitted at any Swimming Manawatū controlled events.

M1

Policy: Club Registrations

Objective: Registration of Club members

Swimming New Zealand Database

- 1 Every member joining a Club must be registered with Swimming Manawatū and Swimming New Zealand by being to the SNZ database once the Club membership form has been completed.
- 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 Life

Coach

Competitive Swimmer 12 and under

Competitive Swimmer 13 and over

Friend of Swimming

Learn to Swim

Non voting Technical Official (Timekeeper)

Recreational

SNZ Life

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 every Club has a Registration / Enrolment / Membership form and that is completed for every club member every season. The NZ Companies Office recommends that this form should be in paper format.

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

- Member name (in full)
- Address and phone number
- Email address
- Date of birth (day, month & year)
- Membership group (e.g. competitive swimmer or official etc)
- Date
- Ethnicity

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:

- Medical condition (i.e. epilepsy)
- Disability
- 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

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 official meets 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 Swimming Manawatū 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 Swimming Manawatū 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 will not be responsible for the identification of records*
- *No performance by a swimmer shall be recognised as a Record until ratified*

T1

Policy: Technical Officials Training and Assessments

Objective: To confirm the process for Technical Official training and assessment

All prospective officials should ensure that they are members in the SNZ database and have completed the Police vetting requirements – [available here](#)

Timekeeper

NOTE - For swimmers the timekeeper is the most important official on the pool deck.

Ideally before you volunteer at a regional event you will have gained some experience using a stopwatch on Club nights.

- Complete an application for timekeeper assessment form.
- At a recognized meet complete a practical assessment sheet.
- Once you have completed both the theoretical and practical assessments to the required standard, you will be signed off as a qualified timekeeper and the qualification will be added to your profile in Fastlane.

Inspector of Turns | Judge of Stroke | Starter | Referee

The type of learning you need to do depends on the role and will comprise all or some of the following:

- E-learning modules - the online modules will cover the technical aspects of each role
- Seminar - Some of the roles have a seminar as part of their technical learning. These will clarify more complicated rules and provide an opportunity for questions.
- Learning log - The learning log will keep track of practical learning. It will make sure you have experienced most aspects of the role.
- Swimming Manawatu Training Card - This will need to be signed off by the referee at each session where you have trained.

Assessment process

Send the SNZ application for assessment to the SNZ Technical and Volunteer Lead – officials@swimmingnz.org.nz together with a copy of your learning log.

Applications for assessment will only be accepted for people who are members in the SNZ database and either have a current Police clearance or have an application in progress.

The SNZ Technical and Volunteer Lead will allocate a Zonal assessor to each applicant.

T2

Policy: **Technical Officials Convenors**

Objective: **The appointment of Technical Officials Convenors and their responsibilities**

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 Manawatū.
2. The four elected Convenors' are responsible for guiding trainees through the assessment process, ensuring they have access to all relevant information and are aware of the current requirements.
3. Applications for assessment as a Timekeeper are to be made on the Regional Application form, either directly to the Convenor of Timekeepers or the Regional Administrator.
4. The Convenor of Timekeepers is responsible for undertaking both the theoretical and practical assessments for all applicants
3. A Convenor is not confined to their area of responsibility and may undertake any training as required.
6. Candidates for assessment as Inspector of turns, Judge of Stroke, Starter and Referee qualifications are required to have their training signed off by either a Convenor or designated Referee.
7. All assessments will be undertaken by a Swimming New Zealand appointed assessor.
6. The Convenors panel shall twice annually appoint the key officials for all Swimming Manawatū 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: 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.

Administration

Part	No	Title	Reviewed	Next Review
A	1	NZ Record Pavments	Jun 2025	June 2026
A	2	Swimming Manawatū Selectors	Jun 2025	Mar 2027
A	3	Management and Sub-Committee Meetings	Jul 2025	Jun 2027
A	4	Recognition of Sponsors	Jun 2025	Oct 2027
A	5	Brand Protection	Jul 2025	Dec 2027
A	6	Member Protection	Jun 2025	Dec 2027

Competition

C	1	Carnival Flvers	Jul 2025	Mar 2026
C	2	Carnival Results	Apr2025	Apr 2026
C	3	Representative Team Uniforms	May 2025	Jun 2026
C	4	Duty Club Responsibilities	May 2025	Jul 2026
C	5	Competing Overseas	May 2025	Jul 2026
C	6	National Event Penaltv fees	Jun 2025	Oct 2027
C	7	Minimal Carnival entries	Jun 2025	Oct 2027
C	8	Club Carnival dates	May 2025	May 2028
C	9	Club Carnivals	Jul 2025	Jul 2028
C	10	Club Carnival officials	Jul 2025	Jul 2028
C	11	Carnival Management	Jul 2025	Jul 2028
C	12	Venue Warm Up procedures	Jul 2025	Jul 2028
C	13	Fundraising at Swim Manawatū events	Jul 2025	Jul 2028

Membership

M	1	Club Registrations	Jun 2025	Jun 2028
M	2	Club Registration / Enrolment Forms	Jun 2025	Jun 2028
M	3	Club Transfers	Jun 2025	Jun 2028

Records

R	1	Swimming Manawatū Records	May 2025	May 26
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Technical

T	1	Technical Officials Training & Assessments	Aug 2025	Aug 2027
T	2	Technical Officials Convenors	Aug 2025	Aug 2027
T	3	Travel Support for Officials attending National	Jun 2025	Jun 2026