

## **GENERAL INFORMATION**

Swimming New Zealand rules and regulations govern this competition.

This meet is open to financial, registered (at the time of competition) Swimming New Zealand Competitive Swimmers and foreign swimmers registered with foreign FINA affiliated swimming federations. All participants must agree to comply with the Sports Anti-Doping Rules.

**\*\* Please note that 1 July 2018 is the start of the new SNZ membership year. Swimmers who compete at the 2018 NZ Open Championships will have 2 weeks from the 1 of July to become financial competitive swimmers in the SNZ Database (this final date is 15 July). If at the end of the 2-week period there are swimmers who are still unfinancial that swum at the Open Championships, they will be made financial by SNZ in the database and all relevant fees will be invoiced to the club by SNZ.**

This is a living document and amendments may be made. For the latest information, please check to the Event Page on the [Swimming New Zealand website](#) to ensure you have the correct version.

### **Meet Contacts**

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Event Manager

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### **Venue Address**

Sir Owen G Glenn National Aquatic Centre

14 Antares Place

Mairangi Bay

Auckland 0630

### **Parking**

Parking is limited at the AUT Millennium facility. Please try and limit the number of vehicles you travel in to the meet.

**Please note: Paid parking has been recently introduced at AUT Millennium, 90 minutes free with a cost of \$2.00 per hour thereafter. Additional parking information is on the [event webpage](#) or [www.autmillennium.org.nz/parking](http://www.autmillennium.org.nz/parking).**

For Bus and Public Transport information please visit the [Auckland Transport website](#).

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## Pool Access

### Swimmers/Coaches/Team Managers:

Access to the pool for swimmers, coaches and managers will be through the far doors from 7:45am in the morning and 4:45pm for evening session.

Teams are to present their event pass to staff on entrance to the venue. If you do not have a valid pass you will be required to pay the appropriate admission fee.

### Spectators:

Spectators will access the pool via the main entrance from 8:30am in the morning and 5:30pm for evening session. Spectators will have access to the pool via the event entrance and are not to access the pool deck, if you are on pool deck without a correct pass you will be asked to move back to the spectator area.

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## Spectator Charges

Door Entry: \$7.50

Spectator tickets will be available for purchase online via [Eventbrite](#) from the 1 June 2018 and limited tickets will be available on the door subject to availability. If tickets have sold out online before the meet for certain sessions then tickets will not be made available at the door for purchase for the affected sessions. If tickets have not sold out prior then there will be door sales at the venue.

Session programmes will be available online via the [Event Page](#) or Meet Mobile, and will also be available for purchase for \$3 at the main entrance to the pool.

Session programmes will be available for purchase at the main entrance to the pool.

## **General Entry Information**

### Entry Deadline

**TUESDAY 19 JUNE 2018 at 11.59pm.** Late entries will not be accepted.

**NO REFUNDS** for any withdrawals (including medical) will be given once entries have closed.

### Entry Process

All entries, including Para, must be submitted via the SNZ National Database. Individuals will be able to access and complete their entries online via their MyPage.

There is no limit on the number of individual event entries.

### Foreign Entries

Visitors will be able to submit entries using either a TM File or spreadsheet available on the event website. This need to be emailed to [events@swimming.org.nz](mailto:events@swimming.org.nz) by the entry deadline date specified above.

Foreign entries also need to be accompanied with a signed Travel Authorisation Form/Letter from the national federation.

Foreign clubs are required to provide a proof of entries report upon submission of entries.

A maximum of two (2) international visitors may progress from heats to finals in any one event. There is no limit on international visitor entries for timed-finals but only two (2) international visitors may swim in the fastest timed-final.

### **Entry Fees**

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Entry fees are \$22.50NZD per individual event and \$45.00NZD for relay events.

Entry fees must be paid prior to the start of the meet. If they have not been paid it will result in the withdrawal of swimmers.

Clubs and regions that have not paid the required entry fees at the closing date of entries will be invoiced by Swimming New Zealand.

### **Qualification Criteria**

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**Age as at 2 July 2018.**

The qualifying period is from **1 January 2017 to 17 June 2018.**

The qualifying times are 50m Long Course times. Only Long Course times can be used for qualification. All swimmers shall only enter qualified events.

Swimming New Zealand do not accept converted times for entry into this meet. Only results from approved meets will be able to be used as qualifying times. A list of approved results can be found [here](#).

Individual entry times will be generated by the SNZ Database. Performances from International, Regional and Local competitions not held within the database will not be eligible for use to enter this championship.

### **Relays**

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Relays will be timed-finals with all timed-finals being swum at the end of the finals session. Relay events can be entered by a national selection team (for selection purposes), a club team or a regional/zonal team. Priority of selection to teams will be in that order. Medals will be awarded to the top 3 clubs.

### **Psych Sheets**

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Preliminary Psych Sheets will be posted on the Swimming New Zealand website on **THURSDAY 21 JUNE 2018.**

Corrections and changes to psych sheets are to be sent to [events@swimming.org.nz](mailto:events@swimming.org.nz) by **11.59pm SUNDAY 24 JUNE 2018.**

Final Psych Sheets will be posted on the Swimming New Zealand on **MONDAY 25 JUNE 2018**.

### **Finals**

For 50m, 100m, 200m and 400m events there will be A and B finals. B finals will be swum when there are 20 swimmers that competed in the morning heats. The Open Championship placing's will be determined from the A final. B finals will not score at this championship.

### **Withdrawals**

Withdrawals from events at the NZ Open Championships need to be submitted at the Team Managers meeting held the day prior to the start of the meet. This does not include withdrawals from finals with the rule regarding those withdrawals remaining as is at 30 minutes from posting of event results. Any withdrawals submitted after the meeting (for heats) will incur a withdrawal fee. As some events are timed finals SNZ regulation 3 will apply.

*3.2 For timed-finals, withdrawals must be advised by the end of the session preceding the session with the timed final event.*

### **Meet Photography**

Participants who have entered this event agree to allow photograph, video multimedia or film likeness taken by accredited photographers to be used for any legitimate purpose by Swimming New Zealand or others as approved by Swimming New Zealand.

## **Accreditation Information**

### **Accreditations**

Teams are required to complete the [coaches and managers form](#) on their team personnel attending the meet. Event passes will be allocated to clubs based on this information.

Clubs are entitled to nominate coaches and team managers based on the number of swimmers they have competing as follows:

- 1-10 Swimmers = 2 coaches/managers
- 11-20 Swimmers = 3 coaches/managers
- 21-30 Swimmers = 4 coaches/managers
- 31+ Swimmers = 5 coaches/managers

### **Accreditation Criteria**

Coaches must be registered with Swimming New Zealand as a premium coach and must be showing as financial and active in the Swimming New Zealand database.

Managers must be an active member on the Swimming New Zealand database. They can be registered as volunteer membership type. They are not permitted to be undertaking any coaching on pool deck.

Swimmers will all be issued a pass. Passes must be worn while on pool deck, anyone not wearing a pass will be asked to move to the spectator's area.

## **COMPETITION INFORMATION**

### **Pre Meet Training**

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Pre-event training is as follows:

**Sunday 1 July 2018:**      **8.00am – 12.00pm**  
   **3.00pm – 7.00pm**

### **Team Managers Meeting**

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There will be a team manager meeting held on Sunday 1 July at 5.00pm in the Commonwealth Room in the AUT Millennium building (opposite on the pool). Regional and club managers will be given a brief run-down of meet activities, expectations of swimmers and clubs and general delivery of the event.

Each club is asked to have at least one representative at the meeting to ensure all information is delivered back to the swimmers.

### **Collection of Packs**

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Packs for team managers including an All Heats Session Programme, Souvenir Programmes and Passes must be collected by Regional and Club Team Managers from the pre-meet training on Sunday 1 July between 3.00pm – 5.00pm or at the Team Managers meeting.

### **Warm-up Procedure**

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SNZ use a standard warm-up procedure for all national competitions. Please refer to the warm-up procedure document on the SNZ website.

### **Seating**

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There will be no rotation of seating during the championships. The seating plan will be posted on the SNZ website. Spectator seating is available upstairs in the grand stand.

### **Session Programmes**

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Finals session programmes will be placed in regional boxes outside the Admin Room. Relay and Withdrawal forms will be available from here also. Session programme numbers are based on the regional coaches and managers form.

### **Timelines**

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Timelines will be included in both heats and finals session programmes. The times shown are approximate and races may start before or after the times indicated. It is the swimmers responsibility to be at marshalling at the appropriate time (i.e. 4 heats before a swimmers scheduled race).

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### **Marshalling Process**

#### **Heats:**

Self-marshalling will be employed during all heats sessions of the 2018 NZ Open Championships. Swimmers are to gather beside the learn to swim pool on the grand stand side and will be sent to the starting blocks by the clerk of the course who will be on hand to supervise. Swimmers are asked to be in the marshalling area 4 heats prior to their event. For all 50m events swimmers need to be in the heats marshalling area 6 heats prior to their event.

#### **Finals:**

Swimmers will need to be in the marshalling area 4 races prior to their event and remain in the marshalling area. All swimmers are required to marshal for relays. Swimsuits will be checked at marshalling for legality.

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### **Strapping**

Swimmers with strapping must provide documentation from a relevant registered health practitioner or physiotherapist and be reviewed by the Technical Director prior to swimming. Any swimmers without such documentation will not be permitted to swim.

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### **Results**

Results will be posted in three locations around the pool:

1. Pool Deck – on the wall next to the learn to swim pool.
2. On the wall between the changing rooms on the entrance side of the pool.
3. Upstairs in the walkway behind the grandstand.

Swimming New Zealand will have live results via the SNZ website and Meet Mobile. The results for each event will be uploaded once the event has been signed off.

A PDF of each session's results will be posted on the events page at the conclusion of each session.

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### **Disqualifications**

Disqualifications will be announced and a copy of the DQ form put in the Regional Team Manager Box.

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### **Opening Ceremony**

An opening ceremony will be held at the start of Session 2 on Monday 2 July starting at 6.40pm. As such, the warm up time in the 50m pool will be reduced by 20 minutes to allow for this.

Each region is to provide two representatives in uniform for the march past. These people are to assemble by the main entrance at 6.30pm.

### **Victory Ceremonies**

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The Victory Ceremony Timetable will be included in the finals programmes and a musical fanfare will be used to indicate the start of each Victory Ceremony. Victory ceremonies will take place as per the timetable.

Swimmers who are not present **WILL NOT RECEIVE THEIR MEDAL.**

IMMEDIATELY after finishing their race AND BEFORE warming down the TOP 3 swimmers must go to the presentation area. They must advise the presentation official they are present. Victory ceremonies will be livestreamed so ensure you are there and in your team uniform.

We will endeavour to run the victory ceremonies as timetabled. If for any reason there is a delay in the results being available, the medal presentation for that event will take place as soon as possible.

Dress Standard for victory ceremonies:

- Club or Regional t-shirt, jacket or sweatshirt.
- No Caps or Goggles.
- No towels to be wrapped around the waist.
- Tracksuit bottoms or shorts are recommended.

### **Merchandise**

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Merchandise for the Open Championships is available for pre-purchase. Race suits and other swim products are also available from Teamline on their online shop and from their poolside shop. Find everything you need on their website [www.teamline.co.nz](http://www.teamline.co.nz)

### **Banner Placement**

Swimming New Zealand will have signage at the 2018 NZ Open Championships; this signage takes precedence for position over regional and club banners. SNZ Reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

### **Certificates**

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Championship summary certificates to be presented to New Zealanders in all A-Finals including relays.