

# SNZ National Competition Responsibilities

Note: This is not a definitive list but will help to clarify and delineate the responsibilities of both parties. This is a working document and can be changes on agreement from both parties.

## Swimming New Zealand Responsibilities

### Pre-competition

- Book pool hire for completion and pre-meet training times
- Book necessary rooms and areas required for meetings if and when required
- Ensure warm-down facility is also booked
- Ensure area for Drug Testing is available if and when required
- Write and provide brief to Host Region
- Provide Host Region with hosting agreement and budget template
- Liaise with Host Region chair of organizing committee or designated person
- Arrange and book professional sound system and personnel if required
- Approve budget and all spending
- Inform the Host Region 5 weeks prior to the meet of any SNZ Sponsors
- Approve any Host Regions sponsors no earlier than 5 weeks before the competition
- SNZ TAC to appoint Meet Director and Technical Officials into key positions including Announcer (where possible)
- Appoint Commentator for high level competitions
- Notify Host Region of Meet Director (and Technical Officials) after appointment
- Provide media support on a competition by competition basis – depending on the level, SNZ will advise
- Set competition qualifying criteria and conditions
- Write and publish FLIER to the website
- Set-up Meet Manager and Team Manager files and place on website and into the SNZ database for online entries
- Set-up and publish the Meet Information for the competition
- Forward Meet Information to Meet Director for comment/feedback
- Post Meet Information to the website
- Notify Technical Officials of appointments to competition
- Organise accreditation passes if required
- Organise medals, ribbons and certificates
- Process entries
- Produce psych sheets and post to website
- Write and have printed souvenir programme with input from Host Region
- Prepare sessional programmes and where appropriate have All Heats Session Programme checked by Meet Director to be pre printed
- Set standard Warm-up Procedure and provide to Host Region and post to website
- Provide Host Region with signage for Warm-up procedure
- Set standard template for Team Managers meeting and provide to Meet Director
- Set standard template for Opening Ceremony and provide to Host Region when appropriate
- Set standard template for Victory Ceremony Protocol and post to website
- Set victory ceremony timetable and roster for VIPs to present
- Invite SNZ VIPs to the competition
- Once numbers of swimmers/coaches and managers are know complete seating plan and put on website
- Provide Host Region with list of programme requirements per region
- Post any other information to the website if and when required

## **SNZ National Competition Responsibilities**

- Organise the delivery of the SNZ shipping container to the competition venue
- Liaise with the competition facility to organize merchandiser (retailer) area during the competition

### During Competition

- Liaise with Drug testing
- Liaise with media representatives and inform Meet Director
- Ensure results are posted to the website
- Prepare programmes ready for regions to print
- Prepare club points after each finals session for publication
- Manage all social media
- Consult with Meet Director on any changes to the programme or sessions
- Consult with Meet Director regarding any additional presentations there may be either during or at the completion of the competition.

### Post Competition

- Organise certificates for the swimmers to be printed and sent to regions and clubs
- Organise invoices for Penalty payments
- Ensure invoices for items billed directly to SNZ are paid
- Ensure Host Region invoices are paid
- Send thank you letter and vouchers to Technical Officials

## **Meet Director Responsibilities**

### Pre-competition

- Assign Technical Officials and complete duty roster
- Appoint Jury of Appeal
- Contact Host Region regarding additional officials and office staff required
- Check Meet Information from SNZ and provide feedback
- Check Team Managers meeting template when required
- Inspect the venue for any issues relating to the pool and equipment
- Work with the host to determine the people traffic flow to best allow officials to work unhindered on pool deck

### During Competition

- Conduct any meetings that are required eg. Team Managers Meeting (if appropriate), Technical Officials Meeting, etc
- Ensure the smooth running of the swimming competition and liaise with Event Manager on all other aspects of the competition
- Work closely with the announcer to ensure meet runs smoothly
- Liaise with pool staff (eg. filtration, tightening lane ropes etc)
- Liaise with host region as required

### Post Competition

- Complete Meet Directors report

# SNZ National Competition Responsibilities

## Host Region Responsibilities

### Pre-competition

- Set up organizing committee if required
- Nominate one central liaison person to communicate with SNZ
- Prepare and send budget to SNZ for approval by date in Hosting Agreement before costs are incurred
- Gain sponsorship within the stipulations of the Hosting Agreement
- Provide at least 6 people to help with 'setting up' the venue the day before the meet i.e. erecting signage, etc
- Co-operate in receiving any product or material prior to the meet
- Ensure all necessary requirements for electronic timing, AOD and results are in place prior to the competition

### During competition

- Provide catering for officials through duty clubs or other avenues within budget
- Provide electronic timing equipment and AOD and administration staff and ensure equipment is working to the appropriate standard
- Provide remainder of technical officials not appointed by the SNZ TAC
- Provide medal presentation staff including runners to ensure the swimmers attend the medal presentation
- Ensure the set up of the pool is maintained, including banners, seating, fencing in conjunction with SNZ requirements
- Provide sound system and music equipment and appropriate people to play music (may be done professionally depending on the meet)
- Provide necessary support to SNZ and Meet Director at competition to ensure all aspects are running smoothly
- Provide area for VIPs to sit and a chaperone for each evening session for VIPs
- Provide area for media to sit with access to power during the competition
- Provide area for SNZ staff to sit during the competition
- Provide seating for the Meet Director and Assessor/s
- Collect door takings and pass to SNZ
- Help distribute product and/or prizes if required

### Post Competition

- Provide SNZ with an invoice for all approved costs incurred
- Ensure all other costs are invoiced to SNZ directly
- Provide at least 6 people to clean up and pack up equipment and signage etc

The responsibilities detailed above are a guideline, some areas are detailed more in the Brief for the competition.