

**Present:** Bill Matson, Chris Groothoff, Ross Bragg, Lyn Sutherland, Jo Davidson (Chair), Paul Veric - Saturday

**Apologies:** Brent Singer

**Minutes:** Confirmation of the Minutes of 13&14 November 2004 as a true and correct record of that meeting

**Matters Arising:** Nil

**Correspondence:** John Doran – Resignation as Examiner for Canterbury West Coast Accepted

**2004/05 Meets:**

Meet Directors Reports:

**NZ Summer Championships – Jo Davidson**

Good meet, good timing and size.

**NZ Open Water – Chris Groothoff**

Chris speaking on behalf of Lesley McKenzie who was the Meet Director. Water temperature was warm. There is to be a modification to the current disqualification form for Open Water. Kiwani's may not be carrying on with running the Open Water Event.

Paul Veric advised the committee that there are lots of private open water events currently in place which are getting bigger and bigger. SNZ is currently in discussions with corporate sponsors to get on board with the series. Current Open Water championships a good course and well run but with only 19 swimmers need to look to raise the profile. SNZ is looking at media interest, numbers and coverage for Open Water. SNZ are still looking to retain a link to FINA for National Championships as SNZ needs a vehicle for officials to have experience in Open Water.

**NZ Juniors**

Northern – Jo Davidson -Session times – Need to consider whether we need to review the start times or look to swim all meets in 8 lanes or 10 lane pools not using over the top starts. The committee recommend staggered start times would be more beneficial. Not set the start times until know the number of swimmers in each region or look at last few year to decide what these times should be. Session 2 – too long and recommend that the programme is changed to reduce this session.

Central – Bill Matson nothing to add to the report. Issue regarding number of officials that are appointed.

South – Lyn Sutherland - Console and cable problems causing the whole country to go to manual times. Warm-up did not run properly. DQ tabled at the meet related to the start of a race. Technical Committee advise that if there is an issue at the start (whether this be backstroke with the toes being out of the water or in a dive start feet being in the wrong place) the referee/starter should correct the infraction prior to starting the race.

All Regions - All regions should have an organising committee person solely available to deal with issues as and when they crop up – this is be included in the SNZ Brief.

Overall National Meet Directors Report - Ross Bragg

Overall generic feedback that we need the National results distributed to coaches and managers as soon as possible.

Recommend that there is another staff member in the office to assist Sandra Holden with answering the phones etc.

### **NZ Age Groups** – Christchurch – Ross Bragg

Is it possible to access the pool through the doors at the end of the pool? Discussion to be held with the pool management regarding the access to the facility.

There is an issue with the order of events when 50m races are swum at the end of a heats session as if there are any swim off's it is difficult to get all the swimmers together to run the swim off's.

It was questioned whether there should be touch pads at both ends of the pool for National Championship meets.

Presentations ran smoothly.

Paralympics – it is essential for them to provide someone to do the classifying etc. Paul Veric to discuss with issue with Paralympic Committee.

Finals night presentations – Ross arranged to have the timekeepers moved to the side of the pool so as to observe the presentations. Discussion held with regards to whether these presentations were needed as the only people that remain are the Technical Officials, with swimmers, coaches and team managers leaving the pool area.. If they are done they need to be orchestrated and therefore kept tight. Perhaps to retain people for the presentations there needs to be some type of entertainment put on relays on the last night.

### **NZ Division II**

Northern – Chris Groothoff - very good meet except the power cut on the first evening. Great support from pool staff and Waikato. Full contingent of officials.

Southern – Lyn Sutherland -- Wairarapa swimmers transferred to an Auckland Club so that they did not need to go to Invercargill. Although the collation of the results was run similar to NZ Juniors This meet is quite different as heats and finals are run. Results from prelims for a national ranking for finals. Sandra had to manually seed the finals. Final night for Div II as theme night as very successful. No scoreboard throughout the meet due to it requiring a part.

Additional note: Southland could have had a 35 year old entered. Was this what SwimSport wanted when the regulations were written?

National Meet Director Report– Ross Bragg - Ross queried if we needed a National Meet Director? Discussion to be held when appointments are made next season. The medal ceremony system worked well and is recommended for future Div II competitions if they are swum in the same format. There as a lot of Sandra Holden's time spent doing the national results.

Division II - Technical Advisory Committee support running Division II in 1 venue

Paul Veric advised that he had to leave at 12pm and took the opportunity to outline a few issues at this time:

Exceptional season with new formats - feedback has been outstanding. Thank you on behalf of SNZ and Board for the work Technical Committee and the Meet Directors have done over the past year.

**Terms of Reference** – All ok – Paul to write a paragraph and circulate to the committee prior to it being presented to the Board at their meeting on the 7 May 2005..

**Officials** – Timekeepers are hard to get and the committee need to discuss solutions with regards to this.

**Rules and Regulations** – support anything that the Committee will put forward.

### **NZ Youth/Opens** – Bill Matson

No protests received. The \$50 fee has made an impact, with people coming and talking to the Meet Director should there be an issue.

There is an issue with the bulkhead situation in Wellington should we have a World Record due to the bowing.

**Surveys** – Events Manager is to request up to date survey certificates from all pools that are used for National events. In the event of a World Record we require to have a surveyor on site within 24 hours.

**Warm-up Marshall's**

Youth and opens – first day only  
Div II – really good  
NAG's – ok  
NZ Juniors – not sure how it went

There is a difficulty in that there is a directive from SwimSport to have warm up marshalls, however, it was very difficult to implement and enforce. Sandra Holden is to go to OSH and Health and Safety and find out where the liability lies for the warm up period and then further discussions can be held.

**Team Manager Briefing**

Meet Director to be able to have the meeting whenever they wish to hold it prior to the commencement of the swim meet.

**Radios** – Referee and JOS in the 50's.

Have radios available at SNZ National Competitions to be used if required. Microphone system available for the Marshall if required, as was required in Christchurch.

**Manual Times**

Referring to SW13

NZ Juniors

Recommendation: If there is a failure of the timing equipment at one of the 3 venues, all venues shall go to manual stop watch times. In the case of any NZ Records the electronic times will be available and used for the NZ Record purposes only.

Reason - Manual times has to be used to determine placings and to ensure that all swimmers are being compared on the same basis.

**Timekeepers**

Ross Bragg suggested that at National Meets we only use 1 timekeeper on each lane.

**Recommendation** – to run SNZ National Championships/Competitions with 1 timekeeper per lane with a watch and a button. IOT with button.

Lane timer sheets to be used at all SNZ National Competitions.

Update

**NZ Spring Competition – September 2005**

Sandra explained the set-up of the meet. The Committee like the concept – However logistics of the DQ type scenario is it going to be hard to manage. Officiating for this may be difficult as officials are used to officiating to FINA rules. Technical Committee to make appointments

**Appointments:**

NZ Spring Competition – September 2005 – Meet Director – Bill Matson, Other appointments as attached

NZ Summer Championships – December 2005 – Meet Director – Brent Singer. Other appointments as attached

**Examiner** – Canterbury

Appointment of Lesley Huckins recommended and supported.

**FINA/International:**

Minute and confirm appointments to World Championships in Montreal of Wayne Johnstone – Open Water and Lesley Huckins Swimming. Events Manager to arrange for T-shirts for these people before they go away in line with the Technical Committee's recommendations.

**FINA seminar** held at NZ Youth and Opens with Roger Smith (AUS) VP FINA Bureau in attendance.

**FINA List 6** – Open Water – Confirmation that John West and Lesley Mackenzie are on this list

Ross to attend IPC seminar in Vancouver in August to present at some sessions.

**FINA Masters List** – Confirmation that Ross Bragg, John West and Lyall Mortimer are on this list.

**FINA Congress proposed Rules changes.** Sandra Holden to check with Paul Veric as to whether this has been received.

**FINA World Short Course Championships –Shanghai** Jo Davidson will forward to FINA list officials regarding this and ask for applications by 15<sup>th</sup> May.

**Oceania Championships** – These are to be held 5-9 July 2006 in Cairns, Australia. Applications will be received soon for forwarding to technical officials.

**FINA World Masters** to be held in San Francisco. Applications should be out in the next month or so.

### **Recommendation of Officials for 2006 Commonwealth Games**

Applications received as follows:

**Starters** – Esther Price, Graham Seagull and Kerry Downie

Recommend: Technical Advisory Committee Recommend Graham Seagull.

**Referees/JOS** – Chris Groothoff, Jo Davidson, Brent Singer, Lesley Huckins, Matt Meehan, Liz Agnew, Esther Price, Wayne Johnstone, Lyn Sutherland

Jo, Chris and Lyn left the room while the discussion for recommending referees for Commonwealth Games.

Recommend Lesley Huckins, Chris Groothoff, Jo Davidson

### **Regional Update:**

#### **Central North – Bill Matson**

Taranaki – back on track. Bill will be attending Taranaki Winter Champs to do regional exams and National exams in September.

Hawkes Bay – Bill will run a clinic in August

Manawatu – Clinic late August.

Wellington – 328 officials on the books. Dee Papps does a great job. Clinic – in August

#### **Central North – Chris Groothoff**

Quiet – 2 exams

2 National referees from Taupo. IOT's a bit low on the ground

#### **Upper South – Ross Bragg**

National referee to be tested. Wharenui meet in August to do exam. Ross will be unavailable for this meet. Lyn Sutherland and Jo Davidson offered to do this examination. To be discussed further.

Ross questioned if we doing enough in the regions? Need to be on poolside more and mentoring more. To increase official numbers we need to be encouraging them and moving them through. We need to be pro-active.

#### **Lower South – Lyn Sutherland**

Regional level doing well and follow through with National exams next season.

3 regional referees that will come through next season.

Otago – Lyn and Graham jointly running something in Otago. New rules.

Newsletter is a very good tool and helpful for getting information out to the membership.

#### **Upper North – Jo Davidson (In Brent Singers absence)**

2 referees exams passed – one in Auckland and one in Counties

Seminar – July for Counties

Northland – Seminar to be held in October

Officials seminar held at Auckland Champs- December 2004

**Chair** – Jo Davidson to attend the President's Forum next week as Chair of Technical. Jo to feedback to the Panel.

**General Business:**

**Terms of Reference**

Updated per our discussions at Youth/Opens. Paul Veric is to reword one section and forward to the committee for comment. Once approved this will be tabled to the Board at their meeting 7 May 2005.

**Referees Grading:**

Recommendation that we list the officials qualification date on Referee Regrading listing and also on the application form for regrading.

**Referee Regrading**

Application received from Ralph Lumsden – Auckland

Recommendation that Ralph Lumsden move to A grade referee.

Referees gradings as on the SMZ website.

**Medal Presentations:**

Appearance of swimmers at medal presentations and substitutes.

Recommendation from Sandra Holden: Have a standard timetable of medal presentations across all meets. No moving from these.

If the swimmer is not present at the medal presentations they do not receive the medal at any stage.

Dress to be more than togs and towel. T-shirt or jacket suitable, rather than full kit.

Technical panel support this recommendation. Commence with this procedure at CWG Trails in December. This is to be well publicised in all Meet Information available to the coaches, managers and regions.

**DQ'S AT 50m Start:**

The question was asked as to who was the referee in the 50m events and who signed the DQ form for an infraction at the start.. JOS starts the race, with the sessionreferee signing off the result.

Recommendation: The session referee signs the disqualification form as referee as they are signing the result slip.

**DQ Announcing**

Discussion held regarding the announcing of DQ's over the loud speaker system. eg: Lane 3, Heat 4 has committed an in fraction, under rule number 3.1.

Recommendation: At this time the technology and announcers skills may not be sufficient. Therefore continue with the Meet Director distributing the form to the regional team manager.

**Debriefing of Officials**

Discussion held as to whether there should be a debrief with the officials at the end of the session. There is seen to be definite merit in this, as can stress issues that come up along the way. Notify officials that this will be happening as maybe difficult to keep the officials there. Limited with rooms in the pool facilities to do this straight way.

Recommendation: Trial this at the NZ Summer Championships– CWG Trials in Auckland in December. Responsibility of referee of session to advise if there will be a briefing or not. Briefing to be held should there have been any issues in the session eg disqualifications, protests.

**March on of officials**

In Christchurch we trailed having the IOT's for turn end starting at the turn end to allow them to reach their positions at the same time as the start end officials. . There needs to be decent music for march on. Jo Davidson asked the question of do we need to march on? Technical Committee agree that there should still be a march on of officials.

### **FINA Books**

After FINA Congress in July new books will be available. Office need to order books. Technical Committee received a FINA book free of charge. It is recommended that FINA List officials also to receive a FINA book free of charge.

15 books needed for the Tech Committee and FINA List officials. Sandra Holden to go out to regions in July for indicative numbers required for the regions.

### **Over the Top Starts – Backstroke**

Backstroke starts – swimmers to move 1m away from wall on the lane rope.

Dive start - swimmers to be at the wall holding the lane rope – not 1m from the form the end of pool as in a backstroke start.

When change from Backstroke to a normal start – clear the pool.

### **Time lines in program**

Have had a request to include the timeline in the session sheet. At the current time the timelines are produced as a separate sheet.

Recommendation: Print the time lines in the session sheets, however there is to be a disclaimer included in the in Meet Information and Souvenir Programmes and in the front sheets.

### **Forms:**

Forms discussed and some small alterations to be actioned.

Scratching form- add area for scratching for medical reasons – signed by Meet Director

DQ Form – remove turn number

Penalty Form – ok

Protest Form – box to be included for the outcome of the Jury of Appeal discussion.

800/1500 Lap counters - ok

Meet Directors only deal with Regional Team Managers for all things associated with National meets. Forms to be changed to reflect this.

Jo Davidson to update the forms and forward to Sandra Holden to send out

### **Newsletter No 2**

Committee confirm content so far. Jo Davidson to update Newsletter No 2 with anything from this meeting and then it is to be distributed.

### **Swimming Rule Infractions Quick Reference Card**

Lyn Sutherland has updated the version from Nelson. This is to be further updated after the Congress Meeting in Montreal and then distributed with date and SNZ logo on it.

### **Manual – Update as to where Lyn and Brent are with the manual**

Lyn Sutherland advised that she has not had time to look at the manual based on Auckland Swimming booklet. Brent Singer emailed Jo Davidson recommending that we use the SNZ manual that has been updated by Jo Davidson. Ross Bragg advised that he was disappointed that this has been left so long. Jo Davidson will accept changes done as at June 2004 and will print and send each member of Technical Committee a copy to check and then it will be posted.

### **Guide to running meets**

Nothing further has been actioned on this guide.

### **Meeting dates for 2005/2006**

Face to Face October – 15/16 October 2005

Teleconference Call – NZ Juniors Wed 15<sup>th</sup> Feb

Face to Face after meet season to be decided after calendar finalised

The meeting closed on Saturday at 5pm

Meeting started Sunday 9.30am

## **Work description between Event Manager & Meet Director -**

Responsibilities between the Event Manager and the Meet Director were discussed.  
Presentations are the responsibility of the Event Manager  
Meet Director to convene and chair the meetings  
Penalties – MD responsibility.  
Important that the Meet Director and Event Manager work as a team.

### **Team Briefing Document**

It was agreed that the document was useful and good guideline.  
Further refinement to be actioned as follows: Welcome – to include Board Members and visiting teams.  
Add evacuation procedures.

### **Officials Briefing Document**

Adding evacuation procedure  
Clarification of protocol re a DQ.  
1 timekeeper per lane – Lane timer sheets at SNZ National Meets  
Delete – line “Within each group:

### **Examiners: Review the examiners and also their role**

With decision of Technical Committee to do away with Timekeeper and Recorder examinations at National level discussion held as to whether the examiners brief should be widened. With the examiners to help with mentoring within the regions. Empowering them to use their skills more to help other officials. Last year we were going to hold a seminar for examiners which was placed on hold and this now needs revisiting.

Recommendation: Seminar to be held for the Examiners. This would be held after the rule changes are completed at the Congress in July.

Discussion to be held on the content of the Examiners seminar but would include:

Philosophy, Pool side etiquette, Protocol  
Prior to the meeting ask that they want from the seminar and training. Issues that they might have.

Jo Davidson to put together a budget and forward to Paul Veric for discussion.

It was also noted that there would need to be a meeting for Technical officials regarding the rule changes prior to the Spring Competition in September 2005.

### **Officials FINA Pathway:**

At last meeting the committee had a discussion about Pathways for officials. The members of the Technical Advisory Committee have spoken to several people in relation to this.

The Committee is to continue to identify officials for FINA lists. These officials are starters and referees.

It was also agreed that announcers and recorders need to be included in a pathway to widen the base of these officials in New Zealand

Guidelines regarding announcers needs to be actioned. Bill Matson is to speak with Peter Graham (AUS) in Montreal to see if he has some information., Jo Davidson is to speak to Merle Jonson.

### **Rotation of Committee Members:**

Upper South Ross Bragg– July 2005  
Lower North - Bill Matson – September 05.

### **Code of Conduct**

SNZ to have a Code of Conduct for all areas of the business. Should we be using what is in place for Coaches, Team Managers and Swimmers. Sandra Holden to have a look at what is already available in SNZ and report back.

### **FINA Congress Rule Changes**

The Committee went through the proposed rule changes Recommendation to be forwarded to Paul Veric to be passed to SNZ representative attending the Swimming Technical and Open Water Congress meetings in Montreal.

**Trans Tasman**

Applications extended for this and are to be forwarded to Jo Davidson. Closing dated 13 May 2005.

**Referees taking judging places at finishing**

Referees are international level do not judge finishing places.

Recommendation: Personal choice as to whether Referee takes placings.

**Off the Breast**

The committee wish to stress to people the need to read the rule and nothing more and not perceive the rule how they think it should be.

**NSW Open Water Tech Handbook**

Handbook from New South Wales given to Jo Davidson by Bill Ford (AUS). There is also a copy of the disc held by the office.

**Session Sheets**

At Age Groups all of the heat session programmes were printed prior to the meet and passed out to the coaches and team managers. Jo Davidson actioned the scatchings as they were received and the reseeded the events. This meant that the programmes issued to the coaches and team managers differed to the official programme of the session.

Recommend that in the brief to regions that programmes for heats are printed on day by day basis due to re-seeding.

Lyn vote of confidence to the chair – great job well done. Organised and well run.

Chair thanked all the panel members for attending the meeting.

Meeting closed 2.15pm