

**Attendance:** J Davidson  
C Groothoff  
L Sutherland  
R Bragg  
B Singer  
Sandra Holden – Event Manager

**Apologies** W Matson

Welcome was made to Brett Singer who has been newly appointed to the Technical Panel. Lyn and Chris were also welcomed back, as they were re-appointed for another term.

Ross Bragg to remain on the Technical Panel until the end of his term for Upper South.

**Minutes:**

Adjustments to be made as detailed below

Page 1 Kingsgates Hotel to be changed to Kingsgate Hotel  
Page 2 JUNIORS – Waikato Comment regarding ‘Water temperature was a problem’ to be changed to ‘Water temperature was questioned, but was within the range’  
Page 3 Regional Update, Upper South Island – ‘West Coast seminar’ to be ‘Canterbury/West Coast Seminar’

The following items were also brought up in relation to the minutes of the 3 /4 July. These Items were already on the agenda were to be discussed when they came up in the agenda here.

- NZ Juniors – organising committees and seeding of Juniors
- Open Water status with the Kiwanis
- Stoke swimming in freestyle races
- Team Briefing
- Forms

Other items were cleared

Starters - has there been any adverse reaction to the comments regarding starters calls. Doesn't appear to have been.

Finish Whistle – has this information been broadcast to the Technical officials?? Yes in the Minutes of the meeting and Technical Officials were informed the minutes were on the website. To be included in the first newsletter.

List of Appointments – due to Jon Elliot's resignation from all things swimming, he will need to be replaced as Referee for NZ Summer Short Course.

Minutes of the Committee Meeting of 3 /4 July 2004 are accepted with the changes and adjustments as detailed above  
Moved Bragg/Sutherland

Minutes of the Committee Teleconference of 1<sup>st</sup> September 2004 are accepted as true and correct  
Moved Bragg/Groothoff

**Matters Arising**

Discussion around the distribution of information to regions and technical officials regarding issues, decisions and general information etc from the Technical Panel meetings.

**Recommendation**

A bullet point newsletter with key things people should know would be produced after each Technical Panel meeting and distributed through to regions and Technical officials we have email for. Jo to work through the minutes of the last few meetings and pull out the important points. Sandra to send to regions and Technical officials.

## **Correspondence.**

Counties/Manukau Letter - Jo Davidson responded to letter with regards to the examiners appointments. This was not a recommendation from regions but an application from individuals.

FINA Development Programme – SNZ received a letter from Oceania inviting applications for a Technical Officials clinic. Application was placed in line with dates for NZ Youth and Opens.

Auckland Swimming Association – electronic timing, OMEGA timing seminar held for 2 days. Mark Saunders advised of issues and advised plans in place to address same.

Hawkes Bay Poverty Bay – letter to Chris Groothoff, Meet Director at International Trials. Jo responded explaining the rules.

Auckland Swimming Association – Disqualification & protest in Invercargill. Jo to respond. Recommendation that Meet Director is notified of DQ's that may affect top 3 placings so as to change or redo medal presentations if required.

## **Report from Brent Singer on Trans Tasman**

Was a great experience, already been to Oceania and had meet some of the people which was helpful. If given the opportunity to go it should not to be turned down.

### **Recommendation**

Australian Swimming or organizers of Trans Tasman Series didn't appear to know anyone from NZ was coming or who this was at each of the 3 venues. Notification needs to come from Swimming New Zealand to organizers of who the Technical official is traveling with the team and their qualifications.

Didn't have team gear. This trip is different as you are going as a Technical official with a team, however not part of the team. Need to have something as representative of NZ,

In Canberra the officiating was terrible. Should SNZ be making comment to organizers on lack of officials and quality of officials?. Flag with appointments made for Trans Tasman Jo to communicate with 3 regions.

Email from Rhonda Hollins – Email received from Rhonda Hollins with regards to an incident at a meet in Wanganui. The Panel confirm that all meets run in New Zealand are to be run under SNZ Rules and regulations and FINA Rules. Recommendation is for Bill Matson to contact Rhonda and discuss this matter with her.

## **SNZ Board Update**

AGM – SwimSport was dissolved

Technical Panel now report directly to Chief Executive.

AGM meeting was a good and positive meeting.

FINA agreement between the aquatic disciplines is still outstanding but the overarching agreement was signed meaning there will be discussions to move forward.

## **2004/2005 Meets**

Trials - Referees

Sandra bought up discussion to clarify FINA Rule SW13. Discussion regarding AOD room and electronic timing not working. Going to manual times and whether this should have been by event as electronic times were available, rather than for the whole session. Agreement that SW13 explains how this works.

Briefs have gone to all host regions and Meet Directors for 2005 Meets in first half of the season.

**Summer Short Course** –Organisation going well.

**NZ Open Water** – Kiwanis organizing this as per last year. Questions as to how many enrolments there will be as 2004 was so light. Information regarding NZ Open Water going out regularly.

**NZ Juniors** Canterbury West Coast/Wellington/Auckland  
Organising Committees in place and regions on track  
Reminders re seeding – fastest timed finals  
Sandra to do listing and NATIONAL results from SNZ office.

### **NZ Age Groups**

Canterbury on track. Have sent through a checklist and timeline.

### **Div II**

Waikato/Southland - Organising Committees set up.

### **NZ Youth and Open**

Organising Committee set-up and all ok.

### **Appointments for 2005 National Competitions**

As per sheets and published on the website.

### **Notes**

NZ Youth and Opens – Qualifying competition for World Champs – Montreal therefore referees need to be FINA referees.

International Terms – Discussion within the appointments process around the language and terms for officials in line with International meets.

Examples – Stroke judge/Judge of stroke and Turns Inspector/Inspector of Terms. Decided these would remain as per the FINA rules.

Spring Competition/Summer LC Champs – recommend don't make appointments until later in the year. Also recall for applications during National Meets February to April.

### **International Appointments**

FINA – John West appointed to World Open Water in Dubai.

Oceania – Thank you to SNZ for refund from airfares from Oceania. Greatly appreciated by everyone and notes and messages received in the office.

FINA List 13 – Congratulations to Liz Agnew, Leslie Huckins, Chris Groothoff who are on the FINA List 13 as referees, Ester Price is on the list as a starter.

World Cup – Melbourne – confirmation of appointment of Liz Agnew. Thanks to Bill for arranging this.

NZ Masters asked for assistance for FINA Master List. Lyall Mortimer, John West and Ross Bragg were all re-nominated for Masters.

FINA Open Water List – Sandra to follow up regarding FINA Open Water List 6 and closing dates.

### **Feedback from Meets**

Athens 2004 Olympics – Jo Davidson

Was a great and wonderful experience. 3 New Zealanders at Athens in Aquatic sports, which was a good representation and we did the country proud.

World Champs, Indianapolis –Chris Groothoff

Was a great atmosphere, 12,000 spectators, very well organised. Thanks to SNZ for polo shirts.

Paralympics Athens 2004 – Ross Bragg

Thanks to SNZ for the polo shirts, something that hasn't happened before. IPC is a different meet than able-bodied. Have been asked to join the International Technical Committee for IPC. Thanks to Swimming NZ for giving Ross the background to be able to do this.

## **FINA 11<sup>th</sup> World Champs – Montreal**

Application for Starter from Esther Price - Recommended

Application for Open Water Swim from Wayne Johnstone - Recommended

Applications for referee from

Lesley Huckins - Recommended

Liz Agnew

Jo Davidson – withdrew application

Need to set a pathway for official's international appointments. To be discussed later in meeting.

## **Regional Updates**

**Upper North** – Counties/Manukau Brent advised that he was looking forward to implementing the standards that the SNZ Technical Panel are implementing.

**Upper South** – Canterbury/West Coast - seminar for National Referee, Starter, IOT for 32 people/good response

Exams – Nelson/Marlborough – 1 exam.

Ross pleased to see his term out on the Technical Panel.

## **Lower South**

No big seminars.

Small seminars – Timekeepers. Recorders seminar.

IOT – Esther and Lyn running a seminar this weekend.

Referees – 2 people through for referees.

## **Central North**

Bay of Plenty – September seminar

Waikato – No exams

Gisborne – no applicants

All Technical Committee need to be on pool deck. Also turning up to meets and talking to people to get the message of the way that the Panel wants things undertaken.

## **General Business**

### **Breaststroke Ruling - starts and turns –**

Clarification of Breaststroke starts and turns rules SW 7.7 was received following discussion by Jo Davidson and Bill Matson talking to chair of FINA technical Committee Carol Zaleski at Athens Olympics.

Cycle – arms and legs.

Carol commented that the breaststroke cycle is arms/legs. At the start or turn it may be EITHER ARMS OR LEGS OR BOTH. Once started 2<sup>nd</sup> cycle, cycle must go arms, then legs. As per FINA Rule 7.7.

**Forms** - DQ Form Penalty Form – OK

Protest – changes as detailed on form

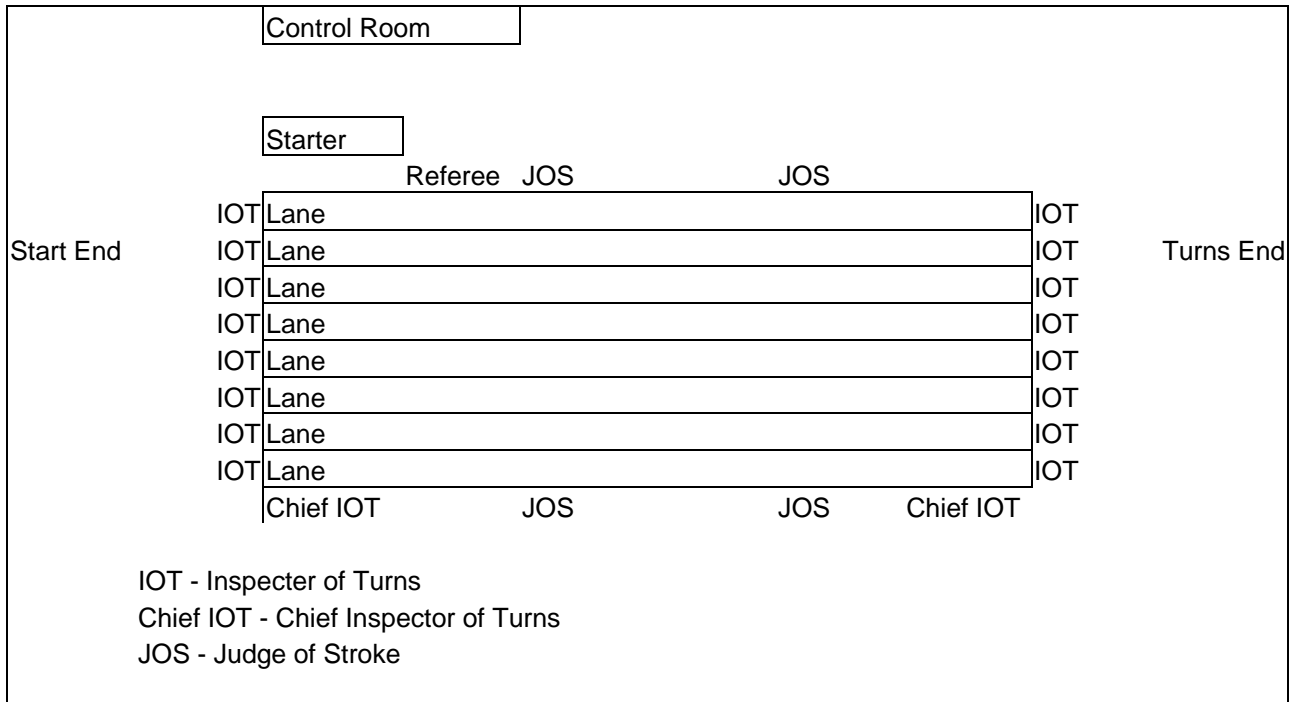
Advice Slip to Presentation Marshalls – ok

Once all forms are completed place on SNZ website, put in newsletter and booklet for Technical Panel of originals. Email regions to destroy supplies of old form.

**Signals on Pool deck**

Need to get the signals on pool deck down to a fine art around the country.

No guidelines at the moment for signals to other referees. If DQ or problem – go straight to referee, then fill out form afterwards.



JOS – that saw infraction to leave position immediately and move towards Referee, the second JOS on the side of the pool then to cover the full length of the pool.

One JOS should always be on the 15m at the start and the turn. At the turns the JOS closest to the turn end goes to where they can see the turn, and the other JOS stands on the 15m mark.

At the start of Breaststroke and Butterfly IOT's at the start end are to stand on the referees whistle. At the turns and finish of all races IOT's are to stand when the first swimmer passes the 15m mark (false start rope) and are to remain standing throughout the race. After the last turn IOT's are to sit down once the last swimmer has passed the 15m mark after the turn. At the finish IOT's are to sit down once their swimmer has completed the race should there be no infraction.

If an IOT sees an infraction then they should step down from the end of the pool so Chief IOT can see that there is an issue. The Chief IOT then comes past the IOT to check what the issue is. The Chief IOT then goes to the referee to advise that there is a disqualification on it's way. He then goes back to collect the disqualification form.

If the infraction happens at the finish of the race the IOT should stay standing. The Chief IOT then comes past the IOT to check what the issues is. The Chief IOT then goes to the referee to advise that there is a disqualification on it's way. He then goes back to collect the disqualification form

JOS – sitting down in 800m & 1500m. It was agreed that if the sessions were 3-4 hours on pool deck then JOS can sit down during the 800m & 1500 . They are to sit at the 15m mark..

**Referees Re-grading**

As per Referees Regrading list on the website.

**Backstroke**

Over the top starts – as minuted in July 3 & 4 July.

**Meeting closed at 6pm**

**Sunday meeting opened at 8.30**

Ross noted comments from email received from Canterbury regarding Sandra's work and how this made it much easier in regards to organizing the meets.

## **Examiners**

Canterbury West Coast only received slip book. Should have received Technical Manual and copy of exams. Changes being made to exams and Technical Manual so plan was to send this information out once changes were made.

## **Outstanding exams**

Debra Mahoney

Virginia Vlug

Alan Hunter                      all to be done soon

Utu Parore                      done

Tim Rogers                      done

Ilse Keehan                      done

Leigh Johns                      Brent to do

Timekeepers/IOT              do the ones that have applied up to now.

## **Inspector of Turns**

Watching 2 lanes – watch1 or 2 swimmers              Question as to whether watching 1 or both

It was decided that the IOT needs to decide which one they are going to watch if the swimmers were coming in together.. It was also suggested that if there was the benefit of more than 1 turn – watch 1 at turn and other swimmer at the other turn.

## **Clerk of Course responsibilities**

Responsibility of Clerk of Course or Marshall.

Clerk of Course needs to be someone with qualification and an understanding of swimming.

Meet Director to monitor Marshall/Clark of Course more

Clerk of Course to be in touch with and report to referee directly.

Clerk of Course tells referee after race has started, so as not to have a re-swim.

So        Marshall & Clerk of Course need to be aware of responsibility. In Team Briefing advise team mangers that once the swimmers are in the marshalling area they are not to leave without confirmation from the clerk of course..

## **Turning Lap Counters**

Lap counters are to be turned when the swimmer has reached the 15m after the turn. Once the swimmer has completed the last turn the lap counters are to be laid flat or removed from the end of the pool.

The lap counters are to be on the side of the block closest to the Chief Inspector of Turns.

Question regarding when the lap counters are turned is to be included in the IOT exam.

- Whistle/bell is to be sounded when the swimmer reaches the 5m mark. The rule allows for the signal to be given on the way out - this should only be done if there is doubt that the swimmer heard the signal

Lap Counters – Swimming New Zealand look at funding for 1-2 good sets of lap counters to take to pool for National Competitions.

## **Starter**

Discussion held with regards to where does the starters jurisdiction go???

Starters jurisdiction to false start race. It was decided that once the Swimmers were in the water and the starter had decided that the start was fair their jurisdiction ended. It was then the referees role.

### **Officials FINA Pathway**

Can we take out the important points from the paper?

Something should be in process looking for potential FINA officials. The Panel are to identify officials with the relevant skills and encourage them to widen their experiences.

These people need to be committed to paying for travel and able to go to International competitions. . For example travel to a Oceania Championship– this is full user pays but good to go to get experience.

At this stage the plan is not in place put in place a rotation type proposal but the Panel are to continuing working on this.

Tri-Series – There was suggestion of asking if we can have more officials attend the Tri Series to give these up and coming officials opportunities to experience meets overseas.

Paul Veric – is attending World Cup – suggestion that he talks to Australian Swimming as to whether we would be able to have more officials for Tri-Nations. .

Technical Panel to look at people and begin identifying potential FINA Referees and Starters.

### **World Youth Rankings**

Year of birth on results. Can't currently do this due to Meet Manager set-up.

Sandra to email, Charlie Hodgson and ask if year of birth can be put in results.

### **Swimming Rule Infractions**

Options discussed – Nelson/Marlborough and Jo's option.

NOT to be used as a substitute for the rules and officials are encouraged to be completely familiar with (from Jo's sheet).

Ross to ask Nelson/Marlborough if SNZ can adapt this sheet for use by SNZ.

### **Team Briefing Meeting Template**

As in Appendix A.

This is a working template at the moment and after the 2005 meets will be revisited and updated as necessary.

### **Protest form**

The protest form is to be submitted by the Regional Team Manager to the Session Referee in the first instant..

### **Officials Meeting Template**

As in Appendix B.

This is a working template at the moment and after the 2005 meets will be revisited and updated as necessary.

### **Information on website**

It was required that only the most recent SNZ Regulations are on the website so that there was no confusion as to the current regulations being used..

### **Meet Director/Technical Committee – where line draws**

Referee in charge of officials once whistle goes. Meet Director is not in charge of the running of the competition. If there is an issue that needs to be dealt with by a Technical Panel member then this is to be undertaken after the end of the session.

### **Registrations**

Letter to 2005 Appointments to include return receipt noting what club they are affiliated to.

A database of registered technical officials is to be set up to ensure that all officials working at National meets are registered.

## **Swimming styles in a Freestyle Race**

Needs to be in Regulations

NZ records – times swim in event designated as freestyle will result as a freestyle time irrespective of the stroke swim.

Separate title in Regulations. Murray Coulter is to be consulted as to where this should be in SNZ Regulations.

## **FINA Rules Changes**

Sandra to follow up with Cornel re applications for changes to rules.

Panels recommendations:

Breaststroke: SW7.7 Some part of the swimmers head shall break the surface of the water during each complete stroke cycle of one arm stroke followed by one leg kick in that order. After the start and after each turn the swimmer may take one arm stroke completely back to the legs and one leg kick while wholly submerged, and the head shall break the surface of the water before the hands turn inward at the widest part of the second stroke at which point the stroke cycle shall commence.

Timed Finals

Renumber SW3.1 to SW3.4

New SW3.3 Where events are swum as timed finals, the fastest swimmers shall be in the last heat, the next fastest swimmers in the preceding heat, etc. Lanes shall be assigned in descending order of submitted times in accordance with the pattern outlined in SW3.1.2.

## **Policies**

I2 delete timekeepers

## **Exam Paper**

Examination papers are being updated and will be forwarded to the relevant people upon completion. It was decided that – the timekeepers examination be kept on file in the office.

## **Pool survey**

Host regions to supply pool surveys fro pools. Sandra to follow up.

## **Manual**

All to go away and look at changes.

## **Guide to running meets**

Discussed this document. Briefs for host regions as to requirements is happening, so role of Guide to Running Meets is questionable.

Originally created for regions to understand what was required and liaise with Meet Directors. Things have moved on and changes have occurred in policy and management of event. Where responsibility lies to discuss at next face to face meeting.

Sandra believes document still needs to be in place, but several areas of document now responsibility of Event Manager and SNZ office. Input from all areas would be required to re-write this document.

Parts of guide will require input fro Technical Panel.

Thank you all for attending

Vote of thanks to chair Jo for sending out pre-material and hard work. Always so well prepared and great to work under this system. Also vote of thanks to Sandra for enthusiasm and attendance.

**Meeting closed 3.30pm**



# SNZ Team Briefing Meeting Template

## Appendix A



Circulate prior to the meet in Meet Information the time and place the meeting is to take place

Anyone is able to attend - regional team managers, coaches and club team manager. The more the merrier, as then information is transmitted to everyone better.

Decide who is to chair the meeting. ie:-- Meet Director, Chair of Organising committee, Events Manager.

In attendance: Meet Director (Chair), Events Manager, Chair Organising Committee

### General Business

- ✓ Welcome (include special welcomes – President of SNZ etc)
- ✓ Advise number of entries, number of swimmers
- ✓ Advise estimate duration times for heats and finals (handy for team managers for eating times, arranging transport etc)
- ✓ Discuss printed programme & anything that needs to be emphasised or added that is not already stated.
- ✓ Advise number of heats ahead swimmers are required to report to the Marshall. (MD to decide). Swimmers must report personally and stay in area until swim unless excused for a valid reason
- ✓ Advise water temperature of the pool.
- ✓ Spell out any safety issues, "no go" areas.
- ✓ Confirm warm up procedures & who is policing & responsible.
- ✓ Advise requirements for medal presentations, & indicate the stages they will be held. Remind them of dress standard.
- ✓ Detail where the Team managers boxes/bags will be situated
- ✓ Advise how often results will be distributed.
  1. Heats session – events results
  2. Finals session – session results – maybe more often
- ✓ Advise entry to the complex and seating arrangements
- ✓ Remind them of Protest fee amount
- ✓ Detail any special meetings to be held during the week that may be of interest to the group.
- ✓ Remind them that scratchings are to be handed to the Chief Recorder by the Regional Team Manager
- ✓ Details of the opening ceremony
- ✓
- ✓ Any questions?
- ✓ Have a good meet.

# SNZ Officials Meeting Template

## Appendix B



In attendance: Meet Director (Chair), Events Manager, Chair Organising Committee, and Technical Officials

Sign in register to be provided at the door

### General Business

- ✓ Welcome (include special welcomes – President of SNZ etc)
- ✓ Officials room – secure area
- ✓ Number of entries
- ✓ Water temperature
- ✓ Special requirements – media coverage
- ✓ March in protocol – reporting position and timing
- ✓ Signals between officials, where Chief Inspectors of Turns should be standing
- ✓ Location of toilets etc
- ✓ Medal Presentation protocol
- ✓ Any other business

### Introductions/Roll Call

- Referees
- Jury of Appeal
- Chief Inspector of Turns
- Chief Timekeepers

Then break out into groups:

1. Referees/Starters/Clerk of Course
2. Inspectors of Turns
3. Timekeepers

Within each group Meet Director to outline the following:

#### Referees/Starters/Clerk of Course

1. Allocation of referees/JOS by day
2. Allocation of starters (male/female)
3. Advise that there is to be no rotation of JOS
4. Advise the Clerk of Course of requirements including the need to contact non reporting for finals to the referee
5. Advise the referees that they are to whistle the swimmers out at the end of finals (not the JOS)
6. Any special issues that have been raised during set up of the pool etc

#### Inspector of Turns

1. Advise of protocol should a disqualification be observed
2. Any special issues that have been raised during set up of the pool etc

#### Timekeepers

1. Outline the responsibility of the chief timekeeper to ensure that should the regions watches be required they are responsible to ensure that they are all returned at the end of each session
2. Advise the timekeepers that they are to write their times onto their programmes at the end of the race to ensure that they are ready for the next race
3. Ensure that all timekeepers know how to activate the semi-automatic timing equipment

#### Recorders

1. Advise of medal presentation process

updated Draft as at 2-December-2004 27 March 2005