



**Minutes for Face to Face Meeting of the SNZ Technical Advisory Committee held on Saturday 28 October 2006 commencing at 10:00 am and recommencing Sunday 29 October 2006 at 08:30 am**

**Venue: Mercure, Willis Street, Wellington**

**Present:** Jo Davidson, Bill Matson, Brent Singer, Lesley Huckins, Chris Groothoff, Lyn Sutherland, Sandra Holden

**Apologies:** none

**Minutes:**

Confirmation of the Minutes of 5 & 6 May 2006 as a true and correct record of that meeting.  
Chris Groothoff/ Bill Matson

Any other matters arising from the minutes of last meeting:

- Policy regarding checking names in relays need to be included in the next **Newsletter**
- Lap Counters – SNZ to look at getting standard set to take to National Competitions - Sandra to contact Michael Dodds from Swimming Otago.
- Removal of fee for examinations. To be included in the **Newsletter** as well as a note on the bottom of form to say 'No fee for National Examinations is payable'
- Swimmers with Disability – providing a classification person to attend NZ Age Group Championships.
- SNZ in discussion with Paralympics NZ to ensure someone is on site during this competition.
- Announcing infractions - Guideline for announcers in relation to announcing these need to be written.
- Over the top starts - clear the pool before or after back stroke??

**Matters Arising:**

**World Championships appointments**

Jo Davidson  
John West

**Correspondence:**

E-Mail Murray Coulter – Congratulations  
Swimming Canterbury West Coast – re withdrawal rule – to be discussed later in the meeting.

**2006 Meets:**

**Meet Directors Reports:**

NZ Spring Competition – September 2006

Did the same thing as at NZ Y & O – split officials to side of pool. This was very successful. SNZ need to ensure regions and pools meet criteria. Issues with AOD and confirmation of things being ok.

TAC recommend that SNZ to write a letter to City Council regarding the issues and lack of co-operation from Pool management.

SNZ to also write a congrats letter to Swimming Otago for running a successful meet.  
Education situation for Referees – steps of Protest. **Newsletter**

Chris queried IOT's and Timekeepers on either side of pool. Is this compulsory??  
For Spring Competition this was just done in finals. Obviously depends on venue.  
Another positive side to this structure is that officials can talk to each other during the session. This is to be done at the Meet Directors discretion at each venue. Trials in December is showcase swimmers and will arrange the seating in the best possible manner to achieve this that fits with the pool set-up and medal presentation area.

Thank you to Lyn for a job well done.

**Update:**

NZ Summer Championships – December 2006

Brent has had no communication from Swimming Auckland

Scoreboard – no scoreboard for previous competition and concern that this will not be remedied for December.

Brief to go to Swimming Auckland next week. Brent and Sandra to co-ordinate a meeting with Philippa in next few weeks. Need to ensure all areas are covered.

MM operator - level of person, consistent over the period.

Ross Bragg not available until 13<sup>th</sup> December To remain as a Referee as he is overseas representing New Zealand and select someone for a Judge of Stroke. Leigh Johns as JOS for sessions until Ross arrives.

**Appointments:**

**2007 National Competitions**

**Recommendations**

NZ Open Water,	6 <sup>th</sup> Feb	Lake Rotoma	Meet Director	Lesley Mackenzie
NZ Juniors	17/18 Feb	Auckland	Meet Director	Brent Singer
		Wellington	Meet Director	Bill Matson
		Christchurch	Meet Director	Lesley Huckins
NZ Age Groups	6-10 March	Hamilton	Meet Director	Chris Groothoff
NZ Division II	21-24 March	Invercargill	Meet Director	Lyn Sutherland
NZ Youth/Opens	4-8 April	Christchurch	Meet Director	Lesley Huckins and Jo Davidson

Need to ensure all referees have a referee appointment when allocating the positions.

Put applications for Division II back out.

Appointments for 2007 National Competitions detailed on the website and emails/letters to be sent to officials

[Newsletter](#)

**Technical Advisory Committee Meeting Workshop – Questionnaire Feedback**

Paul Veric and Murray Coulter joined the meeting at 1pm for the Workshop

Paul intro – have been some specific changes that SNZ have made over

- Governance Board
- New Brand
- Fee structure

Climate is right to make changes. Meeting needs of customers and stakeholders.

Officials numbers are dwindling. Survey, Paul congratulated the committee on embarking on it and receiving it as they have. Perception is reality. Look at ways we can address it.

Go back to vision – leading sport in 2008.

Making change is at our level. Try things, look outside the square and lead sport.

Free and frank discussion about things and put any issues on the table.

Re-Branding process, talked about where the brand is now and where the brand needs to be.

Brand as it used to be seen

- Conservative
- Boring
- Serious
- Impersonal

Brand now

- Approachable
- Exciting
- Impressive
- Confident
- Stimulating



Feedback from questionnaire.  
Not enough time for people to complete.

Lyn - Broader questionnaire that hits more people and goes to regions/clubs.  
Brent - Things we need to fix now in order to move forward.

Murray – not so worried about the sample size etc, or the broader or Period of time for survey.

**Outcome:**

**To develop solutions and a change plan to enhance Technical Officiating in NZ ensuring SNZ has World Class Sport and Coach Development Programmes\* (\*SNZ Strategic Goal 3).**

1. Identify the problem (ie what do the questionnaires tell us about the current state/performance?)

Customer. Who is the customer???  
Swimmer/Technical officials

Customer - One party providing a service to others  
Technical officials are providing a service to the swimmers – Swimmers are the customers  
TAC – Customer is the Technical Officials

SNZ as a body that needs to provide the right infrastructure to provide service to technical officials.  
Always have to go back to the original customer.  
Firstly look at the technical officials as a group and the customer.

**Current State**

- Average Age
- Numbers
- Retention
- Recruitment
- Skills set
- Development
- Lack of transparency/communication
- Not recognising pathways
- Unclear perception of SNZ

Lack of skill resource base – enough people with the right skills  
Are we recruiting the right people??? Parents  
How do we get people to buy into it  
Approaching people away from parents??  
Polytechnic course in officials  
Numbers of officials for other sports – don't rely on parents  
Basketball/water polo – start training as referee at 14  
Can't think of a referee in water polo that is not a player  
Also get paid – soccer

2. Understand the process and "customer" requirements (ie what are we trying to achieve?)

**Officials**

Knowledge  
Education/Training  
Interest/Motivations  
Enjoyment  
Friendship/social  
Recognition  
Positive environment  
Genuine appreciation  
Help children  
Career

**Swimmers**

Fair  
Consistent  
Best in the World  
High standards

Cost - disincentive



Brent

Monetary reward???? Not direct payment/recognition/financial/t-shirt

Bill – parents who start sitting on the pool deck and asked to hold a stop watch

What do they want – to help their child

Still want these things as detailed above – weighted as to where they sit

Swimmer finishes for the day and the official wants to go home.

How can we do this?

What are we trying to achieve as technical officials

Vision – High standard of officiating in order for the swimmer to get a good competition

Swimmers want to be best in World

Officials to be best in World

Pathway – clear in survey

2 types of pathways

Qualification pathway

Pomp and ceremony – who wants it??/march on/dress

Reasons for march on

So you know you have them all

Have them all in right order

Everybody is present

Discretely – officials take up positions

Customers – swimmers don't need it

Officials side of it – enjoyment/recognition

Process to run a meet a certain way – that within the rules expect

Inconspicuous

National Body has written some guidelines and procedures to ensure things are done a certain way.

Swimmers should see meet run smoothly

Who referee was??? Swimmers wouldn't know

Not about us – there for the swimmers

### 3. Determine the root cause of the problem (ie does the data confirm this?)

Problem – is about resources

Why do we not have enough skilled people??

Problems not root causes

- Lack of regional effectiveness/consistency
  - Strategies
  - administration
- Power blocks – protectionism
- Time commitment
- Lifestyle/Work commitment/society (user pays)
- Other sports
- Demographic/Population base
- Cost/annual leave
- Level of meet
- Enjoyment

Now many of these go back to recruitment and retention, they are just associated with society.

Has to be a hobby – as need to enjoy it.

Make officiating something that everyone wants to do.

The things above are problems – not root causes

- Cost
- Enjoyment – what is it find fun about it/friendship
- Perceived stress/responsibility
- Individuals/Team
- Enemy
- Deal with confrontation

#### 4. Identify possible solutions

- Wider recruitment
  - volunteer base of people
  - International Bacaloria – 200 hours of community service
- NZQA
- Promotional video – showing people what we do??/Communication
- Introductory session before warm-up – explain sport to beginning people
- At the competition – packaging
- Promotion/Communication/Database
- Obtaining regional consistency – templating
- Big Macs – Go Club Pack
- Training – customer service/confrontation/communication/relationships (coaches)
- Feedback
- Coaches conference
- Selling success to promote
- Induction & packs - officiating
- Culture/Perception

Opportunity to promote – Oceania and promoting

Standing within SNZ website

Brand – relate to brand

Short term fixes - Trials

- Move away from stark white clothing. Nursing, clinical, authoritative etc.

Pool decks small can see officials when wearing white can see officials around pool deck.

Contradictory to inconspicuous. Sponsorship of technical officials .

Problem but supplied by same place in same colour for professional look.

Parent body consistent down the line. Ticket – level of achievement.

Consistency.

- Promotion of officials at the meets/publishing what they are up to things
- Bookings – booking together, buying power?? Staying in same place – accommodation deal for all to stay. No buying power flight wise
- Sales people – self promotion
- Communication – information to people
- Official Briefing – how much is about service provision etc presenting ourselves and what the brand is
- Coaches conference/Regional coaches groups - Group of officials to go to coaches meetings
- Set up template for regions for uniformity – template
- Professional/smart – perform

Who does recruitment??

1<sup>st</sup> entry level – at clubs – not working at club level? Yes is in majority of cases

Who is responsible for performance of individuals and qualifications??

Region – working in some places and not in other regions

Skill level/Pathway not clear.

NZ Age Groups/Div II Competition different numbers

No clear guidelines of what expectations are expected

5. What are the risks with and/or without the possible solutions?

- Offence – walk away
- Less officials than have
- No change – impact SNZ brand
- TAC doesn't support change plan

Constraint

- Resources

6. Select and implement the desired solutions

7. Monitor and manage the new process

Refer back to survey and ensure everything is covered

- Need a strategic plan for Technical
- Promotion/Recruitments/Communication
- Developing action plans

If can't rock up to Coaches meeting and be able to present the following.

### **Survey**

Immediate actions we can take – discuss them this weekend

March-on and March-off

All protocols at regional level – standardisation

Goal of technical officiating in NZ – leading sport in 2008 is overall Strat plan goal

Team goal – put some bullets together and send out for feedback

Board far away from TAC – perception wise. Bill.

Meeting continued after discussion

### **FINA/International:**

#### **12<sup>th</sup> FINA World Champs Appointments that SNZ has received**

Jo Davidson - Pool

John West - Open Water

Congratulations to Jo Davidson and John West

### **Oceania Championships**

Bills for tech officials next week.

\$500 subsidy for all officials that attended Oceania.

Should be something people are aware of, that a good number attended and that their was support from SNZ.

Newsletter

### **2007 Trans Tasman**

Call for applications with criteria – minimum of C grade referee.

Application to indicate tentative dates of 1-7 July.

Closing date by 8<sup>th</sup> December.

### **2007 AYOF – January 2007**

SNZ has requested for a technical official to attend on a user pays basis. Waiting for reply.

### **Pacific Games – August 2007, Samoa**

Discussion with Samoa and Oceania executive.

There may be a call for officials from non-participating countries.

User pays. Still to receive confirmation from Oceania.

### **2008 Oceania Champs – June, Samoa**

### **International Seminar**



Nothing happened, information didn't go out to technical officials to apply.  
FINA running one every 2 years.

**Regional Update:**

Upper South Island - Lesley

West Coast – going in November

Nelson/Marlborough – South Island Champs 27/28 January

Intro sessions at all meets in warm-up.

- What sort of things are covering off.
  - Sometimes Timekeepers/IOT's
  - Information for new parents/how AOD works etc

Lower South Island - Lyn

Otago – thought was getting somewhere, however with situation,

Graham Price running seminar.

Asking for assistance – Swimming Southland have it in constitution.

Southland – IOT's seminar, TK informal mini seminar.

Struggle to get to next level and national exams.

Central North Island - Chris

Waikato – IOT and Recorder, dates not to be set

Organising committee for NAG's

Exams to do in Gisborne

Announcer for Trials

3 region meet – Waikato/BOP/Taranaki

SNZ to contact all pools for surveying/ advice of FINA regulations

Lower North – Bill

Nothing has changed

Wellington City Council – Sandra to meet with Steve Watene.

Upper North

Counties – technical liaison, Brent driving it at club level

HPK doing a lot of work

Auckland – working hard re 6-7 National exams, new people

Target training at different meets

Running more high profile seminars

Northland – 3 weeks ago, 1 day seminar, theory presentation using information from John West. Asked to go back for Whangarei Champs in 11<sup>th</sup> December to do National Starter/IOT.

Meeting finished Saturday at 5.30pm

**General Business:**

Meeting continued Sunday at 8.30am

**Full discussion with regards to Referees Grading etc**

At last meeting this was left with Bill to discuss with colleagues. Most spoken to don't have a great interest. They know their referees. Lesley spoke to Australia. They have an assessment process.

NZ Gradings currently time based rather than skill based. Obligation to move them through the process. Remove grading system. Some people may view this as a negative thing.

Formal assessment programme – performance is assessed. Constructive with feedback.

Committee have a responsibility to assess referees on a formal basis. People to assess from outside.

More formally structured than previously.

Somebody other than Meet Director – at National meet with officials assessments.



63 people on referees grading list. Applications from 28 people. Appointed 23 referees.  
So 23 would be assessed each season. Some don't do anything outside their region.

Implications of getting rid of the gradings

No major implications. If open as to why it is being done.

Qualify as a National Referee have this forever.

If official does not referee for a period Reassessment would be required if they want to work at a National Competition.

Should there be expiry in relation to this as opposed to having it forever??

SNZ Education courses after a period of time need to revalidate.

Currently Referee grading can do at other sanctioned meets.

Revalidation – re-sit the full examination or just go through a revalidation process.

Assessing their ability on a practical level.

Need to write a formal assessment – that everyone is aware of.

- Knowledge and applying the rules
- Professionalism
- Communications skills

### **Recommendations**

Put the decision of removing the referee gradings out for feedback. We are considering doing the following and ask for feedback from the regions and officials.

Assessment at every National Competition. Referees/JOS and Starters.

TAC Member not appointed as a referee.

Lesley to draft something and an assessment paper.

Paul to ask Swimming Australia for their assessment process and forms.

Feedback by 8<sup>th</sup> December. Paper to be distributed.

### **Referee Regradings from List**

Liz Agnew – A

John Greenhill – C

Guy Bull – C

Ron Clarke – B

Brett Dooley – C 12 months

Remove – Buff Waipara.

**FINA List Officials** – Sandra to send fax to FINA asking about this.

### **Risk Management Policy**

Sandra to give Brent Risk Management for events, to Brent 10<sup>th</sup> November as risk management process for officials to fit within this.

### **New regulations and the implantation at the Spring meet - Protests, Withdrawals and relays**

Comments from Spring Competition. Lyn said was ok.

How we were going to dictate the 30 minutes period. Time result was posted was noted on the result.

Conscious of the time period to get a result out. Reposted final lists on time.

NZ Youth and Opens is the problem, due to the structure.

Process - don't change the rule which says is 30 minutes from the end of the event.

Relays for regulations

Heats and finals was fine.

### **Forms:**

#### **Scratching form**

Change name to withdrawal form and first sentence to say: Please withdraw the following swimmer:



### **Disqualification Form**

Do we still need Start End or Turn End  
Make space bigger for Rule #  
Swimming Australia one with Free/Back/Free/Fly is this worthwhile  
Is the form being completed properly

Announcing and given to Team Manager. Time goes on form when announced.  
NZ Summer Champs - Brief at Team Manager meeting – new situation

Time announced \_\_\_\_\_

### **Separate Script form for announcer for DQ.**

Event  
Heat  
Lane  
Swimmer disqualified for

- Incorrect turn
- Incorrect start

**Penalty form** - ok

**Relay form** - take 4 alternates out – smaller form

**Protest form** – no change

**Lap counters** – no change

### **Guide for the wording of disqualifications**

Needs to get out ASAP.  
6.4 – change Lest to Left  
Sandra to organise formatting and reduction in size so relatively small.  
Regions/website/laminated copies for  
To be placed on the website, sent to regions and laminated copies available at SNZ National Competitions.

### **Examinations**

Lyn – consistently regional level exam paper  
Papers need updating & accreditation – Jo to do  
Application form for Exams to have the registration number added.

### **The role of the Control Room Supervisor**

Cairns as to what CRS in Australia. Asked Referee if he signs races off.  
Referee doesn't sign off the DQ, the CRS does.  
Says in FINA Rule book as to what they do?

Jo in Spring Competition – Recorder observed times going into MM.  
Preference as a Referee to sign off the result.  
Continue the way we are already doing it.

CRS – supervising/check results are being check and signed.  
Recorder – checking records  
Works as we want it to ensure the production of results  
CRS link with area and Referee.

### **Newsletters**

Apologies from Jo in relation to no newsletter in the last months. Was meant to be co-ordinated in the office and did not happen. Needs to be co-ordinated in the office.

List of things for the Newsletter

To not just be rules interpretations but to be informative and interesting for all officials and regions to read.

- Breaststroke Rule change
- Policy re relays name checking – Clerk of Course
- Oceania

- Officials recently qualified
- Removal of exam fee
- Over the top starts backstroke
- Appointments – refer to the website
- International appointments
- Trans Tasman applications
- Feedback on referee gradings
- Exam application – where this can be found
- Disc with Paul and Murray – branding etc
- Where to find technical info on the website
- Uniforms
- March On's
- Forms documentation
- DQ wording will be available
- Appointments to the TAC
- Meet info/outcome from meets
- What do officials want to know
- Feedback prize competition
- Interesting facts           06 Wolrd Masters
  - 7300 athletes
  - 7 pools
  - 2008 Perth
  - Synchro -680 competitors from 20-80 years old
- Feedback from International Competitions
- TAC profile - picture

Quarterly initially and more often if can be managed.  
First new newsletter to be sent out/available 15 January 2007.

#### **Budget – reimbursements – Jo**

Discussion around what can be claimed as a Meet Director.

#### **March ons**

Lyn wants to trial No March on at Div II's. Do it in a orderly manner.  
Be ready on pool deck 5 minutes prior to start  
Trial it at Juniors - NZ Juniors – Auckland/Wellington/Christchurch.  
Trial at Division II  
Re-evaluate after NZ Juniors.

#### **Referee Workshop**

Workshop for Referees if moving to assessment to brainstorm.  
Annually or every 2 years.  
Not restrict to National Referees.  
Officials seminar – Mid north island/south island

2 days/2 nights accommodation  
TAC to attend.

One venue – better for budget  
Priority – if can have one venue  
Viable - set dates

Prime Ministers Scholarship – option of expert guest and funding for this.  
Timing – June/July 2007.  
Rules/other issues.

Sandra to write paper and distribute to TAC  
Sandra to check accommodation venues.  
Check rugby dates in Wellington.

If officials were sufficiently aware of this in advance to make arrangements



### **SPARC – Prime Ministers Scholarships**

Individual – World Champs

Group – Pacific Games – do not have the ok for non-competing countries to attend to officiate, however Bill will write a letter to explain the situation and we can attempt to apply for funding. Definitely apply in 2008 for Oceania Champs.

Visiting expert – Officials workshop as detailed above

### **Examination Application process**

Form received in office, send copy to TAC/Examiner

TAC/Examiners can receive applications direct from applicants.

TAC member if receiving form directly – to send form to SNZ office with pass slip.

### **Announcers – from last meeting**

Under events management side of things, as opposed to TAC issue. Happy to leave it with SNZ.

### **2006 Vouchers**

Confirmation vouchers were sent last week.

### **Name badges**

Something SNZ could do.

Options - Formica – engraved/Resin coating

Nationally qualified officials. Those officials appointed to competitions.

SNZ to price.

### **Terms of Reference**

Take out A grade referee out of mix if referee gradings are removed.

Sandra to prepare paper for the Board meeting 11<sup>th</sup> November in relation to changing terms of reference now rather than at next meeting next year.

### **FINA pins**

Has Swimming New Zealand received these for Ross, Lesley, Jo. Should be a certificate and pin.

Sandra to contact FINA in relation to receipt of these.

### **Judge of Stroke exam - Lesley**

Introduce Judge of Stroke exam at regional level.

Regional referees, spend time in control room.

Practical session.

2 aspects

Local thing in Canterbury West Coast. Effect on another region.

All of a sudden with another level of officials.

Do we want it Nationwide. Happy to use them as you like, but would not like them to be formally recognised.

### **Questionnaire**

#### **Re-look at questionnaire**

Where we are going from the questionnaire???

Like to do another one. More formal basis, sending out to everyone.

More valuable information. Keep same thrust.

Work towards this for end of season – April 2007.

Then have valid information for June/July workshop.

#### **Re-look at questionnaire**

Clothing – providing uniforms

Money – support some regions already providing it, however a lot if regions as

2 sections – do you get assistance???

if so who from

If not

Pathways and are people aware of them

Define pathway

- Qualification pathway
- Career pathway



Rider – details around appointments

Assessment process will cover the pathways and people not being aware of Information sheet when appointments out.

Have endeavoured to No of positions available, no of applications received, experience required in relation to standard/level/obligation ? of the competition

Uniform

Refining next questionnaire to refine the detail of National/Regional.

Covered off with officials workshop/seminar

Entertainment – speed boats. Check Auckland miniature speed boat companies

Souvenir Programme – not put officials in the programme

Profile – TAC in Newsletter

Buddy system

Masters

Officials – Talent ID pathway for coming season

Go through current list

Application form for Technical officials

\*\* note regarding National Recorders/National Timekeepers – due to the fact National Timekeepers and National Recorders exams are no longer. Sandra to re-write

Meeting dates for 2007 – Jo

Juniors conference call – 14<sup>th</sup> February 7pm

May – early May 5<sup>th</sup>/6<sup>th</sup> May

Competition Calendar – feedback. Forums.

Meeting closed – 2.40pm.