

MINUTES

Swimming New Zealand Technical Advisory Committee

Meeting Date 5th & 6th November 2016
Location SNZ Office, Auckland
Activity Technical Advisory Committee Face to Face Meeting

ATTENDEES Lesley Huckins (Chair) Ross Bragg, Gavin Ion, Dianne Farmer, Matt Meehan, Ron Clarke, Alan Hale, Keegan McCauley. Kent Stead was available on Saturday.

APOLOGIES Nil

PREVIOUS MINUTES

a	Confirmation of Minutes 20 & 21 May 2016	Moved – Gavin Ion Seconded – Matt Meehan
b	Matters arising / Actions, Not covered by other agenda items	Nil

REGIONAL REPORTS (New officials, Qualified officials, facilities, seminars, issues)

Ross Bragg, Gavin Ion, Dianne Farmer, Matt Meehan, Ron Clarke, Alan Hale
<p>North – More officials coming into the sport, however, with the large number of meets held in Auckland every year (55) it is difficult to encourage volunteers to officiate at National Meets Central – TAC decision - The use of an automated voice device for starts is not to be used. Region to be advised. Trans Tasman Special Olympics being held in Hamilton. Lower North – Cannons Creek pool situation discussed. Upper South – More regional seminars are being held to assist officials. Lower South – There is a shortage of officials in this area.</p> <p>All areas reported qualifications that had been completed.</p>

DISCUSSION ITEMS

			Action	Status
1	HBPB – Technical Examiner	Letter to be forwarded to region re the preferred process to follow regarding assessment of officials. This will be reviewed in 12 months.	LH	
2	No taping/strapping Medical Certificates	Recommendation to be drafted, sent to SNZ and distributed to all clubs and regions re strapping requirements as from 01 January 2017. Reference SW10.8	GI SNZ	
3	Meet Directors Reports Secondary Schools & Short Course	Meet Reports accepted unanimously		
4	Events Committee Update <i>Lesley</i>	Brief outline of new competition structure and makeup of the committee. TOR to be supplied by SNZ	SNZ	

5	Assessments – Secondary Schools & Short Course	Assessments completed at Secondary Schools. List to be completed, in conjunction with Item 6	GI	
6	Assessment Process	List to be completed and distributed to TAC members for assessments to be done in 2017	GI	
NATIONAL MEETS				
7	Officials	Database access is through regions. TAC members can ask their regions for a list of current officials.		
	Announcers	All ok. Announcers appointments decided		
	Control Room Personnel & Procedures	National Referees to be CRS for meets. This will be revisited at the next meeting with regards to SC Champs and the possibility of using a knowledgeable volunteer in this position rather than a Referee.		
	Regional v Zonal Managers	The TAC recommends that either a Zonal or Regional Manager must accompany teams to National Meets	LH	
	Pool passes	This system worked well at Short Course and will continue to be a learning curve for all involved.		
	Auckland Withdrawal Forms	These are different to SNZ forms and should not be used at SNZ Championships and Competitions		
	Team Manager's Meeting	TAC recommends that a room be provided rather than the meeting taking place in a corridor	SNZ	
	Medal Presentations	The TAC recommends only Open Medals be presented at the Short Course Champs with Age medals collected. The alternative is for all medals to be presented at the end of each finals swimming session after the officials have left the pool deck.	LH	
	Late Withdrawal Fee	The TAC recommends that the Late Withdrawal fee be increased to \$100 as from 1 January 2017	LH	
	Volunteers by database	These can be printed from the database entry forms and the list given to the Meet Directors		
Publication of Expectations	Refer Items 27 & 28			
8	Assessor training for regional qualifications	Document being generated to give guidelines for regional qualifications to assist both new officials, trainee officials and regional assessors	MM	
9	Requirements for Officials Qualifications			
10	2017 Competition Booklet	Potential for swimmers to swim alone in timed finals. This information will go into the meet information closer to the date of each meet	SNZ	
11	Warm-up/down Procedures	Warm-up procedures for the main venues used for SNZ meets have been completed.		
12	Police Clearances for Officials <i>Update</i>	Officials will require Police Clearances. SNZ will be co-ordinating these.	SNZ	
13	2017 Masters Meet Update <i>Kirsty</i>	Kirsty unavailable to give a verbal update so Kent gave a brief update letting us know that 301 from the 572 session positions have been filled.		
14	Health & Safety Update from previous meeting - <i>Keegan</i>	Officials are likely to be volunteer workers. SNZ to confirm. TAC members to provide any health & safety briefing or pool procedures that may help with future events e.g.NAGS		

Sir Owen Glen Facilities				
15	Bulkhead	The TAC took the opportunity to walk around the pool deck to come up with solutions. The warm-up/warm-down pool for SC can be roped off near the bulkhead. Discussion with the facility is required to see if it is feasible to hang some type of curtaining/barrier across the pool behind the bulkhead during SC events.		
	Marshalling	This should be easier as Learn to Swim lessons will not take place during future meets. SNZ to ensure this is enforced.		
	People Management	A quick review was done on the movement of people around the pool deck		
	Seating on pool deck	This will always occur and more suitable seating may need to be considered.		
	Coaches seating	Coaches to be advised that this area is for coaches only. Coaches will be responsible for ensuring no swimmers enter this area.		
	Incident/accident/hazard reports	Forms to be finalized and kept in the Control Room. They will be sorted according to responsibility. Facility, SNZ, MD		
	Pool Setup	Pool matting to be investigated for along the side of the pool to designate the officials operating area.		
	Equipment maintenance	SNZ to be notified and will arrange with the facility personnel		
16	Appointments Open Water, Div II, Age Groups & Opens. MDs for Juniors' Festival	Appointments were completed. SNZ to notify officials. As the appointment and rostering of officials on pool deck is always a working document MDs will have the flexibility to alter assignments as required to ensure there is an equal opportunity through the season for all officials.	SNZ	
17	Metro Sports Centre Update <i>Ron</i>	Brief update received from Ron		
18	TAC Terms of Reference	The TOR for the TAC were discussed and are currently being updated.	SNZ	
19	Technical Officials Manual <i>Lesley</i>	An example rule book was available and the TAC will look at including diagrams and photographs into the Official's Manual	SNZ TAC	
20	Pool Depth Guidelines - <i>Matt</i>	SNZ, WSNZ & Recreation NZ are meeting in early 2017 to decide on these.	SNZ	
21	Guidelines for Protests and Jury of Appeal - <i>Ross</i>	Discussed and approved by the TAC. Recommend reference to Jury of Appeal make up, \$100,00 "cash" fee and guidelines for reference to video reviews to be added.	RB	
22	Officials Travel Fund?	Setup 1998 – (vouchers, MDs costs, etc) Information to be sent to SNZ. SNZ to advise the status of the funds and what is proposed moving forward.	DF SNZ	
23	Auckland Volunteer Officials	The arranging and organizing of volunteer officials was discussed and information will be made available to assist this process.		
24	Official's re bulkhead at SC - <i>Ross</i>	A number of officials at SC indicated that they were both cold and very wet as a result of standing on the bulkhead. This impacts on their health and ability to perform their duties effectively. – Refer item 15 for possible solutions. SNZ undertook to ensure this did not happen again.		

25	Responsibility for Warm-Up at Regional meets - <i>Matt</i>	SNZ to notify Coaches, Clubs and Swimmers that technical officials are not responsible for the warm-up period prior to events starting. The Coaches are responsible for the Health & Safety of their athletes during this period and must ensure the rules and guidelines are followed.	SNZ	
26	Validity of Regional Qualifications once officials become inactive - <i>Matt</i>	The TAC unanimously agreed that after a two (2) year period of inactivity an official will require to be reassessed. If an official is inactive for a period of four (4) years, they will be removed from the list. Moved: Matt Meehan, Seconded: Ron Clarke		
27	Regional – Zonal Managers Responsibilities at National Meets	Clear guidelines regarding responsibilities at National meets needs to be communicated to Coaches and Team Management. This is to assist with providing a safe and healthy environment for all participants and to ensure everyone is aware of the rules and their responsibilities around the facility and during the competition. List will be forwarded to the NZSCTA for input and comment. Incident forms to generated.	RB	
28	Coaches Responsibilities at National Meets			
30	Who owns 90 degrees in breaststroke? - <i>Alan</i>	The rules relating to the 90° in all form strokes was discussed fully and diagrams are in the processes of being completed to assist officials.	RC	
31	Colorado Backstroke start ledges	Further investigation is required		
32	Jurisdiction of Judges of Stroke - <i>Matt</i>	This was fully discussed and the status quo is to remain. The addition of diagrams and photographs into the Officials Manual should assist with this.		
33	FINA Rule Change	TAC proposes the following change to Rule SW10.13 go to FINA. Reason: There is no formal process for checking that nominated swimmers swim in the correct order in a relay event. SW10.13 The members of a relay team and their order of competing must be nominated before the race. The first swimmer nominated must swim first, the remaining nominated swimmers may swim in any order. Any relay member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.	SNZ	

General Business

1	Officials shirts	SNZ provided a design that was accepted by the TAC, subject to the possibility of raglan sleeves being investigated. It is hoped that these can be in place by the Zonal Competition. Officials will be required to pay \$20 per shirt. Where possible Regional Volunteers officiating on an ad-hoc basis will be asked to wear their regional officials shirts.		
2	Officials Seminars	The TAC discussed and recommends that where possible seminars are held at suitable National Meets between sessions, e.g. Div II & Opens Each session would be of an hour's duration and would cover a specific topic.		