

## Information

### Swimming New Zealand Contacts

Libby Peckham  
Events Coordinator  
Tel 04 801 4887 Direct Dial  
Fax 04 801 6270  
027 694 3598  
[libby@swimmingnz.org.nz](mailto:libby@swimmingnz.org.nz)

Sandra Holden  
Operations Manager  
Tel 04 801 4885 Direct Dial  
Fax 04 801 6270  
027 289 1598  
[sandra@swimmingnz.org.nz](mailto:sandra@swimmingnz.org.nz)

### Meet Director

Bill Matson  
Tel 04 293 3817  
[matsons@xtra.co.nz](mailto:matsons@xtra.co.nz)

### Host Regional Association

Swimming Wellington  
31 Parnell St, Lower Hutt  
Tel 04 567 3269  
Fax 04 567 3267  
[wgtm.swim@xtra.co.nz](mailto:wgtm.swim@xtra.co.nz)  
[www.swimwn.co.nz](http://www.swimwn.co.nz)

### Pool Location/Venue address

Wellington Regional Aquatic Centre  
Kilbirnie Crescent  
Kilbirnie  
Wellington

### Entries and Entry fees

All information regarding entries and entry fees is detailed in the FLIER.

### Final Psych sheets

FINAL psych sheets will be posted on the SNZ website on Wednesday 19<sup>th</sup> September.

### Pre-Meet Training Times

The pool will be available set at 2 x 25m pools on Saturday 22<sup>nd</sup> September between 3pm – 7pm. Pool entry is free for training during these times.

**PLEASE NOTE: Clubs that wish to train outside this time will have to pay Pool Entry.**

### Warm-up times

Morning heats  
Warm-up 7.15am - 8.45am

Evening finals  
Warm-up 4.15pm - 5.45pm

### NOTE:

Sunday 23<sup>rd</sup> September  
Warm-up 4.15pm – 5.30pm  
for the Opening Ceremony at 5.40pm.

### Session start times

Morning heats sessions 9am  
Evening finals sessions 6pm

### Warm down

Warm down will be in the other half of the 50m competition pool.

### Warm-up Procedure

SNZ will use the standard Warm-up Procedure for all National Competitions to comply with OSH requirements.

Details of the SC Warm-up procedure for a 10 lane pool are on the SNZ website.

### Marshalling

Marshalling will take place in Meeting Room 1. The number of events or races prior to the start will be advised at the Team Briefing Meeting.

### Team Briefing Meeting

A Team Briefing for Regional team managers, club team managers and coaches will be held on Saturday 22<sup>nd</sup> September at 6pm in Meeting Room 1.

### Regional Associations Coaches and Managers Form

This form should be completed by the Regional Association for allocation of Session Programmes for coaches and team managers.

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[www.swimwn.co.nz](http://www.swimwn.co.nz)

Swimming New Zealand  
P O Box 11-115, Wellington  
Tel 04 801 9450 Fax 04 801 6270  
[events@swimmingnz.org.nz](mailto:events@swimmingnz.org.nz)  
[www.swimmingnz.org.nz](http://www.swimmingnz.org.nz)

### Collection of Packs

Packs for team managers including session one programmes can be collected by **CLUB TEAM MANAGERS** from Meeting Room 1 on Saturday 22<sup>nd</sup> September between 3-7pm.

### Officials meeting

An officials meeting will be held on Sunday 23<sup>rd</sup> September at 8.00am in Meeting Room 1, WRAC.

### Officials food

Officials Breakfast will be available each day between 7.30 – 8.30am in Meeting Room 1.

Afternoon tea will be available each day between 4.30 – 5.30pm in Meeting Room 1.

No food will be served to officials during the session. Drinks will be provided.

### Officials Happy Hour

On Tuesday 25<sup>th</sup> September after the conclusion of the finals session a Happy Hour will be held for officials in Meeting Room 2. This will consist of drinks and nibbles.

### Seating

SNZ competitions will now have daily rotated seating. The seating plans will be posted on the SNZ website once numbers are finalised.

### Number of Session Programmes for each Region

Session Programmes will be issued to REGIONAL ASSOCIATIONS based on the number of coaches and managers detailed in the Regional Coaches and Managers Form.

### Regional Team Manager Boxes

These will be situated by the ladies toilets. Relay and Withdrawal forms will be available from here also.

### Results

ONLY 1 result per region per event will be provided in the Team Managers Boxes.

Results will be posted in 4 places around the pool:

- On the wall by the dive well
- On the wall by the learners pool
- Near the roller door on grandstand side
- At the 75m mark on the window side

### Quick Results

Swimming New Zealand will have LIVE Results on the SNZ website. The results for each event will be uploaded once the event has been signed off. These results will be on Swimming New Zealand website at: [www.swimmingnz.org.nz/competition](http://www.swimmingnz.org.nz/competition)

### Timelines

Timelines will be included on the session sheets. The times shown are approximate and races may start before or after the times indicated. It is the swimmers' responsibility to be at marshalling at the appropriate time.

### Spectator/Programme Charges

Door entry for Adults	\$2.00
Door entry under 15 years	\$1.00
Session programme – per session	\$2.00
Full programme – includes finals	\$10.00
Door entry for all sessions	\$10.00
Door entry & programmes all sessions	\$20.00

Session programmes will be available for purchase at a table by the South doors during warm up.

### Parking

There is plenty of parking available in the Wellington Regional Aquatic Centre car parks and streets in the vicinity.

### Opening Ceremony

An Opening Ceremony will be held on Sunday 23<sup>rd</sup> September at 5.40pm.

Regions are to provide 3 representatives in uniform - 1 to carry the regional placard for the March past. These people are to assemble in Meeting Room 1 at 5.20pm in uniform.

### Victory Ceremonies

Victory Ceremonies will be timetabled in the Order of Events and the Victory Ceremony Timetable will be on the website and included in the Finals Programmes.

### Team managers and Coaches are to ensure swimmers are familiar with this protocol and timetable.

A musical fanfare will be used to indicate the Victory Ceremony.

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Swimmers who are not present **WILL NOT RECEIVE THEIR AWARD**. Substitutes may be used if swimmers are in other races or in marshalling, however they must be of the **same gender** as the swimmer due to be receiving the award.

**Victory ceremonies will take place immediately after the following race –** please see the Victory Ceremony Timetable for full details on the website.

IMMEDIATELY after finishing their race AND BEFORE warming down the TOP 4 swimmers should dry down, get their t-shirt or tracksuit jacket and go to the presentation area. They must advise the presentation official they are present.

We will endeavour to run the victory ceremonies as timetabled. If for any reason there is a delay in the results being available, the victory ceremony for that event will take place as soon as possible. The victory ceremonies will continue to happen as timetabled.

#### **Dress standard for victory ceremonies**

- Club or regional t-shirt, jacket or sweatshirt.
- No caps or goggles.
- No towels to be wrapped around the waist.
- Tracksuit bottoms or shorts are NOT required.

**Swimming New Zealand wishes all the swimmers the best of luck and a great competition.**

**Have fun!**