

## Information

### SNZ Contacts

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### Meet Director

Bill Matson  
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[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.

CLUBS need to check with their REGIONAL ASSOCIATION for their entry closing dates.

### Final Psych sheets

FINAL psych sheets will be posted on the SNZ website on Wednesday 12<sup>th</sup> March.

### Pre-Meet Training Times

The pool will be available set at 2 x 25m pools on Tuesday 18<sup>th</sup> March from 3– 7pm.

Pool entry is free for training at 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 7.30am - 8.45am

Evening finals  
Warm-up 4.30pm - 5.45pm

### NOTE:

Wednesday 19<sup>th</sup> March  
Warm-up 4.30pm – 5.30pm  
for the Opening Ceremony at 5.40pm.

### Session start times

Morning heats session 9am  
Evening finals session 6pm

### Warm down

Warm down will be in the other end 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, team managers and coaches will be held on Tuesday 18<sup>th</sup> March at 6.00pm in the in Meeting Room 1. Anyone is welcome at this meeting.

### Regional Associations Coaches and Managers Form

This form is available from the SNZ website and should be included with the REGIONAL ASSOCIATIONS entries and returned to [events@swimmingnz.org.nz](mailto:events@swimmingnz.org.nz) by midnight Thursday 6<sup>th</sup> March.

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Swimming New Zealand  
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## Information

### Pool Access/Entry

Pool entry is via the side door off Kilbirnie Crescent.

Officials, Coaches and Team Managers will need to sign in at the Door. Swimmers DO NOT require passes or to sign in.

### Collection of Packs

Session programmes and other material can be picked up by Regional Team Managers from the pool between 3pm & 7pm on Tuesday 18<sup>th</sup> March.

### Officials meeting

An officials meeting will be held on Wednesday 19<sup>th</sup> March at 8am in Meeting Room 1, WRAC.

### Officials food

Officials Breakfast will be available each day between 7.45 – 8.30am in Meeting Room 1.

Afternoon tea will be available each day between 4.450 – 5.30pm in Meeting Room 1.

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

### Officials Happy Hour

On Friday 21<sup>st</sup> March, after the conclusion of the finals session, a Happy Hour will be held for officials in Meeting Room 1. 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 ¾ mark on the window side

### Live Results

SNZ 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 SNZ website at [www.swimmingnz.org.nz/competition](http://www.swimmingnz.org.nz/competition)

### Timelines

Timelines will be included on the session programmes. 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 side entry 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 at 5.40pm on Wednesday 19<sup>th</sup> March.

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.

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## Information

### Victory Ceremonies

Victory Ceremonies will be timetabled in the Order of Events and the Victory Ceremony Timetable will be published in the souvenir programme and the programmes for finals sessions.

**Team managers and Coaches are to ensure swimmers are familiar with this protocol and timetable which is on the SNZ website.**

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

Swimmers who are not present WILL NOT RECEIVE THEIR RIBBON. 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 ribbon.

**Victory ceremonies will take place immediately after the following race – please see the Victory Ceremony Timetable 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.

### Themed Session

The theme for Session 8 on Saturday Evening is...

EASTER!

We encourage everyone young AND old (yes, coaches included!) to come along dressed in anything to do with Easter.

Let's get creative and have some fun!!

### After Function

There will be no after function.

### Banner placement

SNZ will have signage at the Division II Competition. This signage will take precedence for position over regional and club banners. Regional banners can be displayed above the main grandstand.

### Merchandise

SNZ will be providing 'official' Swimming New Zealand merchandise at the Division II Competition at very competitive prices.

SNZ will be providing

- Swimcaps
- Togs for boys and girls
- T-shirts
- Towels

'Aquashop' will be coordinating the merchandise directly with you on behalf of SNZ. Don't miss the opportunity to purchase a connection to the Swimming New Zealand Brand!

**An order form will be available from the SNZ website under Division II Competition shortly.**

For further details or to place an order contact Chris at Aquashop on

Phone (04) 385 0362

Fax (04) 385 0386

Email [aquashop@aquashop.co.nz](mailto:aquashop@aquashop.co.nz)

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