

## Meet Information

### Swimming New Zealand Contact

Libby Peckham  
 Events Coordinator  
 Tel 04 560 0349 Direct Dial  
 Fax 04 560 0400  
 027 694 3598  
[libby@swimmingnz.org.nz](mailto:libby@swimmingnz.org.nz)

### Meet Director

Dave Beattie  
 Tel 09 630 8062  
[davebeattie@clear.net.nz](mailto:davebeattie@clear.net.nz)

### Host Regional Association

Swimming Bay of Plenty  
 P.O. Box 5084  
 Rotorua 3044  
 Tel 07 333 2642  
 Fax 07 312 5561  
[swimbopadmin@vodafone.co.nz](mailto:swimbopadmin@vodafone.co.nz)  
[www.swimmingbop.org.nz](http://www.swimmingbop.org.nz)

### Pool Location/Venue address

Baywave TECT Aquatic Centre  
 Cnr Girven & Gloucester Road  
 Mount Maunganui

### 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 24<sup>th</sup> September.

### Pre-Meet Training Times

The pool will be available set up as 1 x 25m pool on Saturday 27<sup>th</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 28<sup>th</sup> September  
 Warm-up 4.15pm – 5.30pm  
 for the Opening Ceremony at 5.40pm.

### Session start times

Morning heats sessions 9.00am  
 Evening finals sessions 6.00pm

### Daylight Saving

Daylight Saving starts on Sunday 28<sup>th</sup> September 2008. Please ensure that you set your clocks **forward one hour** before you go to bed on Saturday 27<sup>th</sup> September.

### Warm down

Warm down will be in the leisure 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 the room under the grandstand alongside the competition pool. 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 27<sup>th</sup> September at 6pm in the St Thomas More Complex, 19 Gloucester Road, Mt Maunganui (across the road from the pool).

### 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. As seating will be tight, please use discretion as to the number of coaches and managers listed.

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### Pool Access/Entry

Pool entry for coaches, swimmers, team managers and officials is via the side entrance facing Gloucester Road.

Spectators are required to enter via the main entrance.

### Collection of Packs

Packs which include passes and Session One Programmes can be collected by **CLUB TEAM MANAGERS** from the Marshalling Room on Saturday 27<sup>th</sup> September between 3-7pm.

### Hanging of Club Banners

As there is limited space to hang banners, we request that all clubs/regions send their banners to:

Baywave Aquatic and Leisure Centre  
cnr Girven and Gloucester Roads  
Mount Maunganui  
Attention Swimming BOP

by Friday 26<sup>th</sup> September 2008 or alternatively hand deliver by 10am on Saturday 27<sup>th</sup> as all banners will be hung from the ceiling. If the banners are not received by these dates they will not be allowed to be displayed in the complex.

### Officials meeting

An officials meeting will be held on Sunday 28<sup>th</sup> September at 8.00am in the St Thomas More Complex, 19 Gloucester Road, Mt Maunganui (across the road from the pool).

### Officials food

Officials Breakfast will be available each day between 7.30 – 8.30am in the St Thomas More Complex, 19 Gloucester Road, Mt Maunganui (across the road from the pool).

Afternoon tea will be available each day between 4.30 – 5.30pm in the St Thomas More Complex, 19 Gloucester Road, Mt Maunganui (across the road from the pool).

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

### Officials Happy Hour

On Tuesday 30<sup>th</sup> September after the conclusion of the finals session a Happy Hour will be held for officials in the St Thomas More Complex, 19 Gloucester Road, Mt Maunganui

(across the road from the pool). This will consist of drinks and nibbles.

### Seating

SNZ competitions have daily rotated seating. The seating plans will be posted on the SNZ website once numbers are finalised. It is up to the Regional Team Managers to ensure that parents and spectators sit in the designated areas and not with the teams.

### 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 in the marshalling room. Relay and Withdrawal forms will be available from here also.

### Results

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

Results will be posted in 4 places around the pool:

- Behind the temporary seating at the turn end
- Behind the spectator seating
- In the marshalling room
- On the windows by the warm down pool

### 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.

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### Spectator/Programme Charges

Door entry	\$2.00
Session programme – per session	\$2.00
Full programme – includes finals	\$10.00

Session programmes will be available for purchase at a table between the warm down and learn to swim pools.

### Parking

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

### Opening Ceremony

An Opening Ceremony will be held on Sunday 28<sup>th</sup> September at 5.40pm.

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

### Victory Ceremonies

Victory Ceremonies will be timetabled in the Order of Events and the Victory Ceremony Timetable (which is 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.

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!**

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