



# 2025 Apollo Projects Division II Swimming Competition

Friday 21 - Sunday 23 March 2025

Sir Owen G Glenn National Aquatic Centre  
14 Antares Place, Mairangi Bay

## Event Information Booklet

Contact Information  
Kate Griffiths  
Competitions Manager  
[events@swimming.org.nz](mailto:events@swimming.org.nz)

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For the latest information, please check the event page on the Swimming New Zealand website to ensure you have the up-to-date version.



## Purpose

The event sees age group swimmers aged 13+ years have an opportunity to swim against other swimmers from around the country and a trip away as a club team. This competition has a fun element with an opportunity for swimmers to race at the end of the training cycle.

## Code of Conduct

As part of attending this event you have agreed to comply with the Swimming New Zealand code of conduct. Any behaviour that does not comply may result in further action, which may include being removed from the remainder of the event.

Please ensure you exhibit good behaviour towards everyone at the event, including officials, volunteers, staff and other clubs.

Please refer to the event webpage for the full code of conduct.

## Entry Information

**Swimming New Zealand policies and the New Zealand swimming rules govern this competition.**

This meet is open to financial, registered (at the time of competition) Swimming New Zealand Competitive Swimmers and foreign swimmers registered with foreign World Aquatics affiliated swimming federations. All participants must agree to comply with the Sports Anti-Doping Rules.

<u>Entries</u>	<u>Timeline</u>
Entries Open	Tues 28 January 2025
Individual Entries Close	Tues 11 March at 11.59pm
Relay Entries Close	Wed 12 March at 11.59pm

## Entry Process

All entries must be submitted via the SNZ Fast Lane page. Individuals will be able to access and complete their entries online via their Fast Lane.

There is no limit on the number of individual event entries.

Late entries will be accepted for 24hrs only via email to [entries@swimming.org.nz](mailto:entries@swimming.org.nz). A late entry fee will be applied in addition to individual entry fees.

## Qualification Criteria

**Age as of 21 March 2025.**

The qualifying period is from 1 January 2024 to 10 March 2025.

Swimmers must be 13 years or above as of 21 March 2025.

The qualifying times are 25m short course times. Short course times as well as long course converted times can be used for qualification. All swimmers shall only enter qualified events.

Only results from officiated meets can be used as qualifying times.

Individual entry times will be generated by the SNZ Database. Performances from international, regional, and local competitions not held within the database will not be eligible for use to enter this championship.

A swimmer who has qualified for an event at either the 2025 Apollo Projects NZ Swimming Championships or the 2025 Apollo Projects NZ Age Group Swimming Championships is not eligible to enter that respective event at the 2025 Apollo Projects Division II Swimming Competition. Please note this rule excludes Multi-Class swimmers who achieve the Div II qualifying times as an able-body swimmer.

## Entry Fees

<u>Location</u>	<u>Individual Entry Fee</u>	<u>Relay Team Entry Fee</u>
Domestic	\$25	\$40
International	\$30	\$50

Entry fees must be paid prior to the start of the meet. If they have not been paid it will result in the withdrawal of swimmers. Clubs that have not paid the required entry fees at the closing date of entries will be invoiced by Swimming New Zealand.

No refunds for any withdrawals before or during the meet. Refunds for any medical withdrawals can be considered if a signed doctor's certificate is supplied.

## International Entries

Visitors will be able to submit entries using either a TM File or spreadsheet available on the event website. This needs to be emailed to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) by the entry deadline date specified above.

Foreign entries also need to be accompanied with a signed Travel Authorisation Form/Letter from the national federation.

Foreign clubs are required to provide a proof of entries report upon submission of entries.



There is no limit on international visitor entries for timed-finals but only two (2) international visitors may swim in the fastest timed-final.

### Event Specifications

#### **Age Groups**

The age groups are restricted to 13 years, 14 years, 15 years and 16+ years.

#### **Timed Finals**

All events will be swum as timed finals. Events will be super seeded with the top 10 swimmers in each age group swimming together in the last timed finals for each respective event, all other swimmers will be rank seeded.

Ribbons will be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in each of the age groups.

#### **Multi-Class Athletes**

This competition will not have Multi-Class races as part of the event schedule. However, classified swimmers may compete if they achieve the qualifying times for each respective event.

If you have any questions regarding this, please contact Disability & Para Swimming Participation Manager, Cameron Leslie, on [cameron@swimming.org.nz](mailto:cameron@swimming.org.nz).

#### **Relays**

Relays will be timed finals. Relays will be swum as 13 & over. Ribbons will be awarded to 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.

Swimmers must be entered in individual events to be entered in relays.

The names of the swimmers swimming on a relay must be submitted at least 60 minutes before the start of the session in which the event is to take place, in the order in which they are to swim. The names of swimmers in medley relay events must be listed in order, of the respective strokes.

Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

Regional relay teams will be able to enter a team as an exhibition race.

Please note: any swimmers who have entered individual events at the 2025 Apollo Projects Division II Swimming Competition will be permitted to swim in relay teams. We encourage every swimmer at the competition to participate in relay teams for their club.

### **Psych Sheets**

Psych Sheets will be posted on the event webpage as soon as possible after entries close.

Any corrections and changes to psych sheets are to be sent to [entries@swimming.org.nz](mailto:entries@swimming.org.nz) within 24 hours of the psych sheets being posted.

Any changes made after the final psych sheets are published will not be updated online but will be completed and updated on the SNZ event file.

### **Online Programmes**

All session programmes will be published online via the Live Timing website. Session one will be posted after the team managers meeting and all other sessions will be posted at the end of the previous session.

### **Printed Programmes**

All programmes will be published online, if you wish to have a printed copy these can be purchased via the link that will be added to the event page closer to the event. The cost for these will be \$25 which will cover all sessions. Pre-paid programmes will be available for each session during the warmup from the resolutions desk. Please note extra copies will not be printed and anyone requiring programmes will need to pre-order them by the end of the Team Managers meeting.

## **Event Information**

### **Opening Hours**

Competition	Morning	Afternoon
Friday 21 March	N/A	15.30 (doors)
	N/A	17.00 (comp)
Saturday 22 March	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)
Sunday 23 March	7.00 (doors)	15.30 (doors)
	8.30 (comp)	17.00 (comp)

Clubs/regions that wish to train outside of competition times will have to organise their own times with the pool and pay entry. Lanes should be booked in advance.

### **Results**

Swimming New Zealand will have live results via the SNZ website and Swimify. The results for each event will be uploaded once the event has been signed off.



## Ticketing

Tickets	Timed Finals
Adult	\$10*
Child (5 & under)	Free

\*Please note ticket prices are exclusive of GST and Humanitix processing fees.

Spectator tickets will be available for purchase online via Humanitix from **Tuesday 28<sup>th</sup> January at 9.00am**. Session programmes will be available online via the event webpage.

A link for tickets will be available on the event webpage closer to the event.

## Livestreaming, Photography & Videography

This event will not be livestreamed.

Photos and videos will be taken throughout the competition. All athletes and spectators have agreed to allow photographs, videos, audio recordings and audio recording to be taken by accredited SNZ contractors to be used for any legitimate purpose by SNZ. If you have any concerns, please contact the [events@swimming.org.nz](mailto:events@swimming.org.nz).

Anyone wishing to take photo, video and/or audio recordings at the championships need to request permission via emailing [events@swimming.org.nz](mailto:events@swimming.org.nz). The SNZ staff will, at their sole discretion, determine whether or not an item is intended for personal or club use.

## Merchandise

Merchandise for this event is provided by SNZ partner Teamline and is available for pre-purchase. In addition, race suits and other swim products are available from Teamline on their online store and from their poolside pop-up store. Find everything you need on their website.

## Parking

Parking is limited at the AUT Millennium facility. Please try and limit the number of vehicles you travel into the meet.

Please note: Paid parking has been introduced at AUT Millennium. Please refer to the signs displayed for details.

## Athlete Information

### Pool Access

#### Swimmers

Access to the pool for all swimmers, coaches, and team managers is via the event entry door, **at the time listed that doors open**.

**Accreditation must be worn around the neck and presented to gain access.**

If you do not have a valid pass, you will be required to pay the appropriate admission fee. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth.

Any team manager, coach or swimmer who is caught giving their accreditation to somebody other than themselves, will have their accreditation removed for the remainder of the event.

### Warm-up Procedure

Date	Warm-Up Times
Friday 21 March	PM: 3.30pm – 4.50pm
Saturday 22 March	AM: 7am – 8.20am
	PM: 3.30pm – 4.50pm
Sunday 23 March	AM: 7am – 8.20am
	PM: 3.30pm – 4.50pm

Warm-up procedure – please follow the lane signage displayed during warm up.

### Athlete Seating

Seating will be available on pool deck and the grandstand for swimmers, coaches and team managers. Please note that there will be a seating plan for this event. The seating plan will be available on the first day of competition and will be posted at the accreditation desk.

### Strapping

Swimmers with strapping must provide documentation from a relevant registered health practitioner or physiotherapist and be reviewed by the Technical Director prior to swimming. Any swimmers without such documentation may not be permitted to swim.

### Marshalling Process

#### Timed Finals:

Self-marshalling will be employed during all sessions. Swimmers are asked to be in the marshalling area 4 heats prior to their event. For all 50m events



swimmers need to be in the marshalling area 6 heats prior to their event.

### **Winner Interviews**

There won't be any scheduled winner interviews.

### **Victory Ceremonies**

Ribbons shall be awarded for the 1st, 2nd and 3rd New Zealanders in all events for each group – 13 years, 14 years, 15 years and 16+ years. Visitor ribbons will be awarded to any international competitor who places.

The Victory Ceremony Timetable will be included in the programmes, and we will endeavour to run to this timetable. If for any reason there is a delay in the results being available, the ribbon presentation for that event will take place as soon as possible.

#### **Dress Standard for victory ceremonies:**

- Club or Regional t-shirt, jacket or sweatshirt.
- Shorts/trousers/skirt must be worn.
- Shoes must be worn.
- No Caps or Goggles.
- No towels to be wrapped around the waist.

There is to be strictly no photography on pool deck and the victory ceremony area, all photo's will be taken by the official event photographer and photo's will be made available in the event wrap via an online link. Anyone taking photos in this area may be asked to leave immediately.

## **Team Managers Information**

### **Accreditation**

Clubs will need to complete the coaches (annual between July 2024 – June 2025) and managers application form for team personnel who are attending the meet. Event passes will be allocated to clubs based on this information.

**Accreditation must be worn at all times, around the neck, to gain access to and remain on the pool deck.**

No accreditation no entry. Lost accreditation can be replaced at a cost of \$15.00 each.

Date	Deadline
Applications Open	Tues 28 January 2025
Applications Close	Mon 10 March 2025 at 11.59pm
Late Applications Close	Wed 12 March 2025 at 11.59pm

A link to apply for coach and team manager accreditation will be available on the event webpage closer to the opening date, with this page providing more details regarding gaining accreditation.

The late applications closing date above is the last date to apply for an accreditation. Any accreditation applied for past the 24 April will not be accepted.

**Please note** late applications will incur a \$50 late fee for each individual

### **Accreditation Criteria**

Coaches must be registered with Swimming New Zealand under the member category 'Coach' and must be showing as financial and active in the Swimming New Zealand database and registered with Swim Coaches & Teacher of NZ Inc. Coaches are also required to have completed the respective online education modules.

Managers must be an active member on the Swimming New Zealand database. They can be registered as volunteer member and must have a Police Vetting check completed on their SNZ profile. They are not permitted to be undertaking any coaching on pool deck.

If you need to process or confirm your police check on the Swimming New Zealand database, please email [policevetting@swimming.org.nz](mailto:policevetting@swimming.org.nz). Please note, police checks may take up to 28 working days, ensure you allow enough time to be approved before the event.

Photo accreditation will be incorporated for this event, so a headshot or passport photo will be required to be included as part of the application process.

If a coach or team manager does not hear back from Swimming New Zealand regarding an accreditation application, please assume that your accreditation has been approved for this event.

Any team manager, coach or swimmer who is caught giving their accreditation to somebody other than themselves, will have their accreditation removed for the remainder of the event.

Anyone without an accreditation will need to purchase a spectator ticket.

### **Accreditation Collection**

Accreditations can be collected at the swimmers' entrance on Friday 21 March from 2.30pm, these must be collected by team managers. Any collections from



Saturday 22 March onwards will be available at the swimmers' entrance from 7am onwards.

**SNZ will not be providing lanyards in 2025. Please provide your own lanyards for your accreditation.**

### Pool Access

#### **Coaches & Team Managers:**

Access to the pool for all swimmers, coaches and team managers is via the swimmer's entrance **at the time listed for doors to open.**

**Accreditation must be worn around the neck and presented to gain access.**

If you do not have a valid pass, you will be required to pay the appropriate admission fee. Lost accreditation can be replaced at a cost of \$15.00 via the accreditation booth.

### Managers Meeting

There will be a compulsory team managers meeting held at 3.45pm on Friday 21 March. The location will be confirmed in the pre-event information.

Team managers will be given a brief run-down of meet activities, expectations of swimmers and clubs and general delivery of the event.

Each club must have at least one representative at the meeting to ensure all information is delivered back to the swimmers.

### Withdrawals

Withdrawals from events for session one will need to be submitted at the Team Managers meeting or by 5:00pm on Thursday 20 March via email – [entries@swimming.org.nz](mailto:entries@swimming.org.nz). Any withdrawals for session one submitted after this will incur a withdrawal fee.

Please note withdrawals will not be accepted via email after 5:30pm Thursday 20 March.

For timed final events the SNZ Policy 008 will apply.  
*For timed-finals, withdrawals must be advised by the end of the session preceding the session with the timed final event.*

### Protests

Protests must be submitted to the referee, in writing, on the protest form by the team manager only within 30

minutes following the DQ announcement. This needs to be accompanied in cash by the \$100.00 protest fee.

If conditions causing a potential protest are noted prior to the event a protest must be lodged before the signal to start is given.

All protests shall be considered by the referee. If the referee rejects the protest, they must state the reasons for their decision. The Team Manager may appeal the rejection to the Jury of Appeal whose decision shall be final.

If the protest is rejected, the deposit will be forfeited to Swimming New Zealand. If the protest is upheld the deposit will be returned.

### Opening Ceremony

An opening ceremony will be held at the start of Session 1 on Friday 21 March starting at 4.50pm.

### Banner Placement

Swimming New Zealand will have signage at the event and will take precedence for position over regional and club banners. Swimming New Zealand reserves the right to remove any banners that are not in appropriate areas or conflict with event signage and/or sponsors.

### Themed Session

#### **Beach Party**

To celebrate the competition, there will be a themed session on Saturday evening (session 3). There will be a march past at 4.50pm, with prizes awarded for best dressed. Please gather at the awards podium on pool deck.

### Disqualifications

Disqualifications will be posted online and displayed on the big screen at the completion of the race. The DQ form can be sighted by requesting at the resolutions desk.

### Event Communication

During the meet Swimming New Zealand may use WhatsApp to communicate to coaches and managers during the meet. Details of how to join will be in the pre-event information.



## Points & Awards

The following points system will be used for the 2025 Apollo Projects Division II Swimming Competition:

### Club Points for Age Timed Finals (individual and relays)

Place	1	2	3	4	5	6	7	8	9	10
Points	26	21	17	14	12	10	8	6	4	2

Please note: Points are awarded only to the club of New Zealand federated swimmers. This means that visitors at the competition cannot score points, regardless of whether the swimmer resides in New Zealand or swims as part of a New Zealand club.

### Trophies to be awarded

Top Club

## Medical Information

Service	Address	Phone
Northcare Accident and Medical	5 Home Place, Rosedale	09 479 7770
Tooth Doctor, Northcare	5 Home Place, Rosedale	09 414 7174
Northcare Pharmacy	5 Home Place, Rosedale	09 283 0945
X-Ray, Ascot Radiology	AUT Millennium	09 478 6640
Physio, Healthzone	AUT Millennium	09 477 2098
North Shore Hospital	Shakespeare Rd, Takapuna	09 486 8900
Emergency – Fire, Police, Ambulance		111
AED	NAC Control Pool / Ascot Radiology / Millennium Gym L1	