SECTION 11

HOSTING A MEET

- Pool Swimming

- Open Water Swimming

Section 11
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HOSTING A SWIMMING MEET GUIDELINES
POOL SWIMMING

General

Negotiate with preferred pool to obtain best dates, times and conditions for swimmers.
Negotiate with local SNZ Club or officials to ensure they agree to give assistance.

Responsibility of Pool management

Provide qualified Lifeguards to cover possible incidents during the meet.
Provide the emergency procedures under Health & Safety to inform competitors.

Club application

1. Once an intention to hold a meet is confirmed **Host Club** to apply in writing to NZMS (copy to Swim Officer) if possible at least 6 months prior to meet with the following information:
   - Club and initial contact person's details.
   - Date:
   - Pool: including certified length and number of lanes. In many cases the certified length will have been supplied in past years and is held on file.

2. **NZMS** to clarify any information necessary and formally approve – advising the Club in writing (copy to Swim Officer).

3. Once approved the **Host Club** should then provide the following information to the IT Officer (copy to Swim Officer):
   - Session Times
   - Programme and Closing Date for Entries
   - All activities included
   - Costs
   - Full contact details of the 'Organiser'
   - Full contact details of the person who will be doing the entry input and who will be doing the results
   - What form of timing to be used
   - Version of Hytek Meet Manager Software being used by **Host** and whether IT operator is experienced or will require instruction.
   - If not an NZMS Championships event, will you require points system to be included in set up of software.

4. A letter from the Swim Officer will set out the procedures to be followed to assist in organizing the meet together with the appropriate NZMS Officer to contact for any enquiry and their contact details. A Timeline will then be provided by the Swim Officer as a guideline which should be followed in liaison with the IT Officer.

   The **IT Officer** will then liaise with the **Host's IT** person and set up the software for the meet. This software will include NZ Records (World Records) and NZ Club Codes.

5. Swim Meet Action & Planning Sheet

A checklist is included that gives an overview of the required tasks when organizing a Swim Meet. You should use this form as a guideline and amend it to suit your individual requirements.

6. NZMS Responsibilities

Covered by Nat. Secretary; Nat. Recorder; Webmaster; IT Officer, Editor Masterscrawl and Swimming Officer.

- Provide confirmation letter which includes all procedures; Sanction Fee invoice; contract (NZ LC Nats only); Rules – as required;
- Circulate entry forms to Clubs
- Distribute newsletters to all financial members
- Provide printed standard forms for meet – relay forms on **NZMS website** for 4 x 50m and 6 x 50m events.
- Order medals & ribbons as required for Championship meets
- Collect all trophies and awards to be presented (for Nationals, NISC)
- Set up Meet Manager file with records and club codes as required.
- Provide swimmer financial status for entry checking; result checking & ratification including approval of records. Provide record certificates.

7. Host Club responsibilities

The following sets out the actions required but can obviously be distributed amongst the organizing club members as appropriate.

How social/catering activities are arranged is up to organizing club.

7a   Event Manager / Organiser / Convener

- Advise appropriate NZMS Officers of details as set out in 3 above.
- Establish organizing committee from members.
- Set up timeline of duties and allocate duties, ensuring each member has resources to complete tasks successfully and is fully aware of requirements.
- Initiate entry form and send to NZMS website, IT Officer, all Clubs etc.
- Co-opt persons as required for any specific needs.
- Liaise and provide reports on progress to NZMS Executive.
- Be available poolside at event time to handle questions and emergencies.
- Brief Officials on NZMS particular requirements.

7b   Administrator – in conjunction with Convener and Organising convener

- Records minutes and follow up notes for distribution.
- Produce newsletters for distribution.
- Responsible for booking venues and AOD equipment booked at time of setting event date (if being used).
- Co-ordinate local PR and media.
- Receive all entries – give to IT person for processing.
- Process all non swimming activities.
- Determine type of programme to be printed.
- Prepare information for inclusion in programme.

- Organise social events and catering requirements
- Organise ID tags for competitors as organizing committee determines (showing events entered, paid for, meals tickets etc.).
- Organise ID tags for officials if required.
- Order and prepare awards for presentation: medals, ribbons, or other as agreed and approved by NZMS.
- Prepare 'registration' packs and programmes for registration desk.
- Organise prize giving and awards.
- Confirm Health & Safety Management procedures with Pool Management and ensure widely distributed/published for competitors and visitors to pool.

7c   Finance and sponsorship

- Draft event budget and distribute as required.
- Provide updated budgets and actual as required during planning.
- Create/update sponsorship proposal from Template provided.
- Work with organizing committee to secure local sponsorship.
- Distribute proposals to potential sponsors and follow-up with personal contact.
- Process all payments and receipts.
- Invoice all sponsors and process receipts for sponsorship.
- Provide Profit and Loss statement to organizing committee.
- Process and follow-up applications for funding through Trusts etc.
- Use any logos etc. provided to best advantage.
- Arrange for sponsors to be adequately acknowledged in a timely manner (website, programme, announcements during meet).
- Invite representatives to attend.
- Arrange written thanks to sponsors and Trusts awarding grants at conclusion of event.

8. Meet Management

8a   Meet Director

This person works with all Officials, must have a sound knowledge of FINA rules and reglations, and NZMS requirements.

Once the meet has started the Meet Director is in charge

- Confirm availability – in conjunction with Convenors – of Pool Setup – AOD equipment (if used), Officials, PA system, seating, sponsors signage etc.
- Oversee and manage all of the above with support staff.
- Problem-solve & respond to all enquiries or direct to appropriate person.
- Responsible for resolving any situations on the day of the meet with regard to running the meet.
- Ensure Referee and Chief Timekeeper sign all result timesheets for records; disqualifications conveyed to swimmers.
- The Referee is in charge of what is happening in the water.

8b   Officials and Support Staff Co-ordinator

- Ensure all officials are available to fill positions listed in Checklist 1.
- Maintain lists of officials for Meet Director and Referee.
- Ensure Officials are aware of any specific FINA rules relating to Masters are known.
  These are listed in FINA Handbook

- • Brief Officials prior to the start of each session on any relevant details.
    - • Co-ordinate activities before, during and after each session.
    - • De-brief officials at the conclusion of each session.
    - • Ensure adequate equipment for all positions is in place (stopwatches, clipboards, pens etc.).
    - • Report to Meet Director as/when required.
- • Confirm that all trophies to be awarded are retrieved from previous winners. (In NZMS sanctioned meets the NZMS Trophy Officer will have dealt with this)

8c   IT Co-ordinator

- • Make contact and liaise with NZMS IT Officer to ensure Meet Manager is set up to suit requirements.
- • Determine detailed timeline with NZMS IT Officer.
- • Process all entries and send to NZMS IT Officer for updating prior to meet, and update the software immediately on receiving it back.
- • Ensure any points for trophies are set up correctly.
- • Co-ordinate set-up and take down (touch pads, computers).
- • Update software with all scratching and programme changes as they come to hand and provide Key Officials including Announcer with updated programme. Announcer to receive single column printout – includes full details.
- • Liaise with officials co-ordinate throughout the event .
- • Brief runners and marshals as required.
- • Ensure data entry person for results is fully aware of Masters requirements.
- • Ensure results sheets are signed by Referee/Chief Timekeeper for record purposes.
- • Receive relay entries on correct form and set up relay entries as required for each session. Ensure all entered team members are also swimming in at least 1 individual event. A person with this specific duty is advised.
- • Report to Meet Director as/when required.
- • At the conclusion of the events print out full results sheet showing Age Group results for Men and Women separately, giving a copy to the Medals table.
- • If appropriate print top club results, men and women combined for age groups 25yrs and over.
- • Ensure all paperwork has been correctly signed and clipped together, along with a copy of the results, this is to be sent by mail to Records Officer with 2 – 3 days.
- • Supply list of trophy winners as required. Some may require calculations provided.
- • When MM software is up to date and backed up - send copy to NZMS IT Officer for checking and placed on NZMS website as 'provisional results'.

8d   Meet Administrator

- • Ensure adequate equipment and stationery at the event (access to photocopier, pens, tape staplers etc.)
- • Ensure all required forms copied and available – scratching/advice re record intention/relay forms. The latter are available on NZMS website
- • Ensure printed deck cards (lane time slips) are ready for timekeepers and indicate which swimmers indicating intention to break record.
- • Post results sheets and give copy to medal table
- • Ensure master copy of everything is kept in the administration room until after the event.
- • Copy updated session programme for officials (if necessary)
- • Prepare lane slips for timekeepers
- • Provide any further administration assistance as required.

## 9.	After the Meet

Meet Director

Ensure:
- All paperwork from the IT Co-ordinator is correct, collated, and forwarded to the NZMS Records Officer.
- Meet Manager software is complete, backed up and copy emailed to NZMS IT Officer immediately, who will place in appropriate form on the NZMS website as 'Provisional Results'.
- Complete 'Trophy Holders' sheet and forward to NZMS Trophy Officer – including contact details of who is holding each trophy.
- Liaise with and provide feedback to appropriate NZMS Officers which could enable future events to be the 'best they can be'.

Other documents:

- Notes for Technical Officers
- Officials' Check List
- 800m and 1500m lap counts forms (2)
- Relay entry forms(3)

25 April 2013

Notes for Technical Officials at NZ Masters Swimming Official (sanctioned) events.

Object:
- to enable times recorded at these events to be considered 'official' for FINA purposes allowing recognition of :
  - Top Ten ranking for NZ and World
  - Records for NZ and World

- **Rules as for all FINA events** – in the FINA handbook – '*Masters Section MSW 1 – 9*'

Qualified Officials:
- NZMS (along with event organizers) fully appreciate the expertise and availability of SNZ officials assisting with our events.
- Many NZMS competitors, having been involved in swimming for many years, are qualified officials at some level and are willing to assist when not swimming.

For the information of SNZ Officials and Meet Manager operators:
- The software will be set up in accordance with *Masters* requirements with regard to membership numbers, club ID's, specific scoring, etc.

Record Breaking
- Swimmers breaking (or intending to) records at both NZ and World Records **are required to give notice of their intention to do so.** This information is available to Chief Timekeeper (and marked on lane slips) to ensure that sufficient qualified timekeepers are available on that lane.

- **Referee and/or Chief Timekeeper must sign results confirming that they are satisfied the time is correct for the correct swimmer for any records to be ratified.**

At the end of the event:
- Results will be required for the 5 Age Groupings from 20yrs and above.
- Trophies are awarded only for 25yrs age groups and above.
- To achieve Top Club
- To achieve top individuals in specific events at NZ LC Champs –
  - Mens 400m Ind. Medley 65 – 69yrs only
  - Mens 50m Freestyle – all age groups
  - Female 50m Freestyle – all age groups
  - Mens 100m Breaststroke – 60yrs and above
  - Nearest to World Record – by specific formula attached.

Results to NZMS
- All paperwork relating to results (and signed) are to be collated.
- The Host Club Organiser is required to send these to the NZMS Recorder within 3 days of the end of the event together with a copy of the printed results and a programme.
- The electronic backup of the MM software is to be sent to the NZMS IT Officer who will:
  - Post it on the NZMS website as 'provisional results'
  - When approved results are received from NZMS Recorder they will be updated and posted on the NZMS website as 'Official'.

Thank you for assisting NZMS and the Host Club in achieving a successful result.

OFFICIALS CHECKLIST   Event ……………………………………………………

Per session

Session ……………………….   **Reporting Time** ………………………….

Official	Action	Check
The following is the very minimum needed to run a meet to a standard to meet reasonable expectations		
Referee (1)	Ensure deck cards are signed and given to Meet Director	
Assistant Referee (1)	Acting also as Judge of stroke on opposite side of pool to Referee	
Starter (1)		
IOT (4)	2 at each end is the very minimum	
Chief Timekeeper (1)	Sign all result printouts as required Allocate qualified timekeepers for record attempts	
Timekeepers (min. 2/lane if automatic timing available)		
Marshall (1)		
Runner (1)		
Announcer (1)		
The following is at the discretion of the Organising Committee and their requirements		
Pool set up team (4)		
Registration Desk (2)	Give out registration bags, tickets, ID etc.	
Medal Table		
Refreshments		

NEW ZEALAND MASTERS SWIMMING (INC.)

Event No.	Relay Event	Heat No.	Lane No.

Club	Entry Time
	: : : :

	Name (in swimming order)	Gender	Age in Years
1.		M / F	
2.		M / F	
3.		M / F	
4.		M / F	
	Total Ages in Years		

Meet Location			TIMKEEPERS
Pool Length	1.		: : : :
	2.		: : : :
	3.		: : : :
OFFICAL TIME			: : : :
CERTIFIED BY			

Event Placing:	N.Z. Record

NEW ZEALAND MASTERS SWIMMING (INC.)

Event No.	Medley Relay Event	Heat No.	Lane No.

Club	Entry Time
	: : : :

		Name	Gender	Age in Years
1.	Backstroke		M / F	
2.	Breaststroke		M / F	
3.	Butterfly		M / F	
4.	Freestyle		M / F	
	Total Ages in Years			

Meet Location		TIMKEEPERS	
Pool Length			
	1.	: : : :	
	2.	: : : :	
	3.	: : : :	
OFFICAL TIME		: : : :	
CERTIFIED BY			

Event Placing:	N.Z. Record
	[ ]

NEW ZEALAND MASTERS SWIMMING (INC.)

Event No.	Relay Event	Heat No.	Lane No.

Club	Entry Time
	: : : :

	Name (in swimming order)	Gender	Age in Years
1.		M / F	
2.		M / F	
3.		M / F	
4.		M / F	
5.		M / F	
6.		M / F	
	Total Ages in Years		

Meet Location		TIMKEEPERS	
Pool Length	1.	: : : :	
	2.	: : : :	
	3.	: : : :	
OFFICAL TIME		: : : :	
CERTIFIED BY			

Event Placing:	N.Z. Record
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